

Arizona State Parks

Trails Heritage Fund

FY 2009 Grant Application Manual

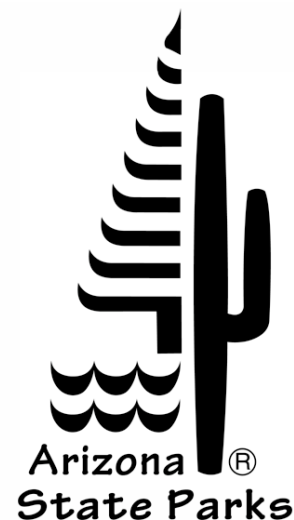
Application Deadline

Applications must be received at:

Arizona State Parks
Partnership Division
Grants Section
1300 W. Washington
Phoenix, AZ 85007

No later than:

Friday, February 27, 2009
By 5:00 p.m.



This manual supersedes all previous manuals.



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This publication was prepared under the authority of the Arizona State Parks Board. It is available in alternative format by contacting the ADA Coordinator at (602) 364-0632.

October 2008

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Arizona State Trails Program Mission Statement:

*The mission of the Arizona State Trails Program is to promote, develop,
and preserve non-motorized trail opportunities throughout the state.*

LETTER TO APPLICANTS

Dear Trails Heritage Fund Applicant:

Arizona State Parks is pleased to present the FY 2009 Grant Application Manual for the Trails Heritage Fund. This manual is designed to instruct applicants in preparing successful grant applications for funding assistance from the Trails Heritage Fund for revenues accrued during Fiscal Year 2009. These grant monies will be available to successful applicants in Fiscal Year 2010. This manual contains general program information, application guidelines, rating system, and application requirements.

This manual supersedes all previous application materials prepared by Arizona State Parks. Manuals dated prior to FY 2009 should be discarded. All forms necessary to complete an application are available in this manual and may be reproduced.

Please contact Robert Baldwin or me if you have any questions as you design your project and prepare your grant application.

Robert Baldwin
Trails Heritage Fund Grants Coordinator
(602) 542-7130
E-mail: rbb2@azstateparks.gov

Doris Pulsifer
Chief of Grants
(602) 542-7127
E-mail: dpulsifer@azstateparks.gov

The Arizona State Parks Grants Section administers eight grant programs: the State Lake Improvement Fund (SLIF); the Law Enforcement & Boating Safety Fund (LEBSF); the Recreational Trails Program (motorized portion); three components of the Arizona Heritage Fund (Historic Preservation; Trails; and Local Regional & State Parks); the Land and Water Conservation Fund; and the Growing Smarter State Trust Land Acquisition Program. Please refer to the table on the back cover of this manual for further information and phone numbers.

Thank you,
Doris Pulsifer
Chief of Grants
Arizona State Parks

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INTRODUCTION

This manual is provided to assistance in completing the 2009 Trails Heritage Fund grant application. It is our desire to make this process as efficient as possible. We have attempted to make this manual as informative, useful, and well organized as possible. The Arizona State Parks grant administration staff is available to provide assistance throughout the application process. Contacting staff will save time and result in a more comprehensive application that will help secure the financial assistance needed for your motorized recreation project.

STATE TRAIL SYSTEM REQUIREMENT

To be eligible for funding assistance from the Trails Heritage Fund, trails must be listed on the Arizona State Trails System. Nomination criteria and forms for nominating trails to the Arizona State Trails System are available on the State Parks website or by contacting the State Trails Coordinator.

- ❖ <http://www.azstateparks.com/partnerships/trails/statetrails.html>.
- ❖ State Trails Coordinator, Annie McVay at 602/542-7116 or by email at trails@azstateparks.gov.

The deadline for nominating trails not yet included in the State Trails System is the *first working day in July*. Nominated trails must be approved prior to the grant application deadline to be considered eligible for funding.

- ❖ *The State Trails System nomination deadline to be eligible for the FY2009 grant funding cycle was July 1, 2008.*
- ❖ *July 1, 2009 is the deadline for grant funding cycle FY 2010.*

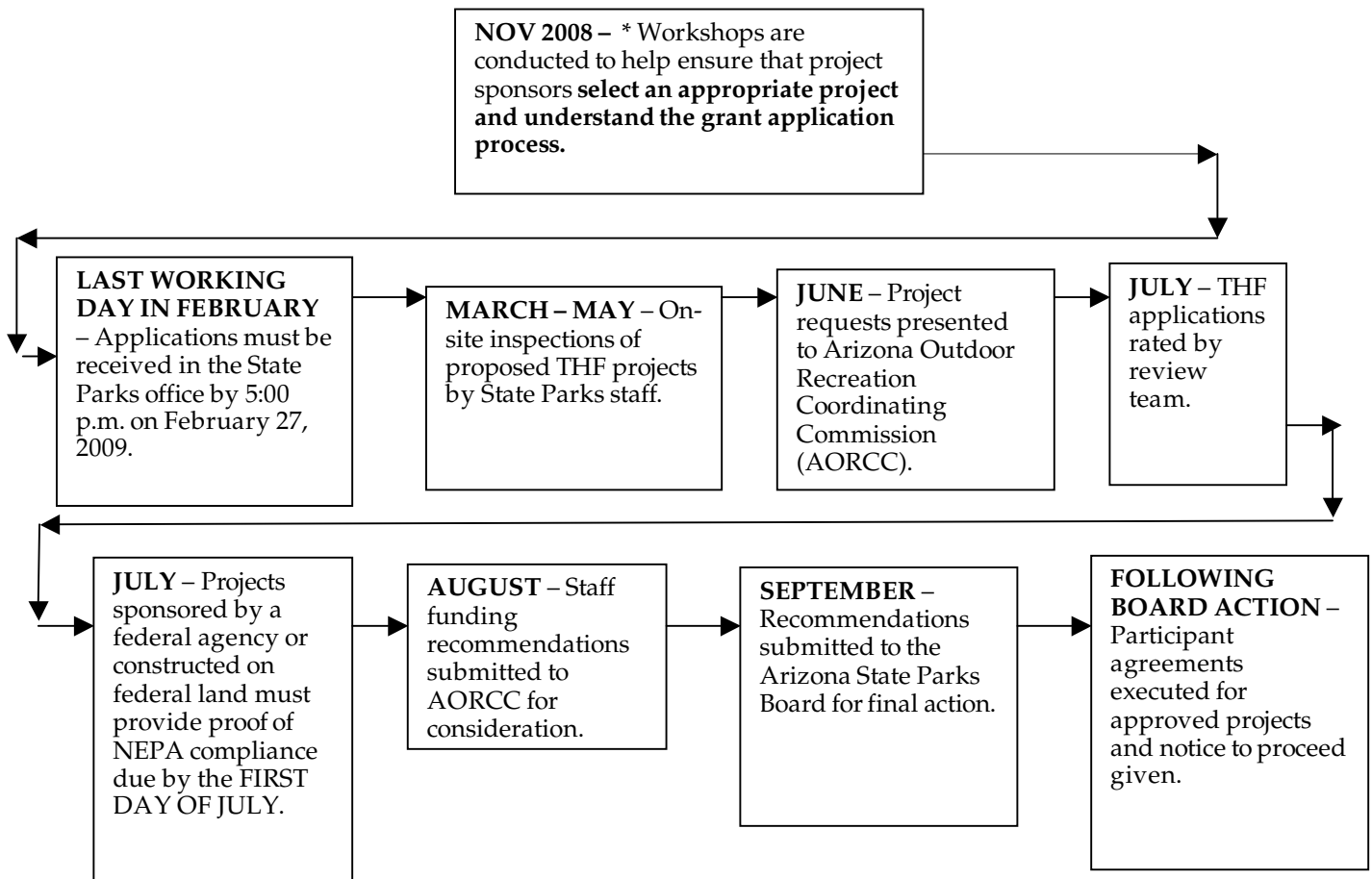
PROGRAM INFORMATION

The Arizona State Parks Board (Board), through the Arizona State Parks Grants Section, is responsible for administering the Trails portion of the Arizona State Parks Board Heritage Fund. This is accomplished through the development of application guidelines and a priority rating system, the execution of participant agreements with grantees, and the subsequent monitoring of expended funds and project work.

To assist the Board with this responsibility, Arizona State Parks (ASP) staff works with the Arizona State Committee on Trails (ASCOT) and the Arizona Outdoor Recreation Coordinating Commission (AORCC) to develop policies and criteria that enable the equitable distribution of funds. AORCC reviews eligible project applications and recommends grant funding levels for Board consideration and final action.

Through this manual and based on the Arizona Trails 2005 survey results; the Board establishes funding priorities and evaluation criteria that reflect high priority needs of trail users. Applicants are encouraged to assess non-motorized trails recreation needs within their jurisdiction and submit applications that reflect, to the extent possible, priorities set forth in this manual. The state trails program encourages non-motorized trail enthusiasts to work together with land managers to provide a wide variety of recreational trails opportunities.

TRAILS HERITAGE FUND EXPECTED GRANT CYCLE



* **Grant Workshop** - The Arizona State Parks grants staff offers grant application workshops for all of the grant programs. The purpose of the workshop is for State Parks staff to meet potential grant applicants, discuss the application process and forms, and establish a continuing relationship with the applicants to assist them through the application process. A schedule of workshops is available by contacting the grant program coordinator or at the Arizona State Parks website: www.azstateparks.com.

The workshops are designed to initiate dialog with the grants staff prior to the spring grant deadlines and provide sufficient time for the applicants to prepare the final application.

ELIGIBILITY

Eligible Applicants

Governmental entities are eligible to apply for Trails Heritage Fund grants. This includes: cities, towns, counties, tribal governments, and state and federal agencies. Private or non-profit organizations may apply only through an eligible sponsoring organization as a third party.

An entity is defined as a governmental body, with a responsibility to provide trail opportunities to the public that meets the following criteria:

- independent governing authority;
- independent signature authority; and
- independent authority to commit funds.

An entity may submit more than one application per year, if applications are for completely different projects. However, no one entity will be awarded more than 20% of the Trails Heritage Fund monies available for FY 2009 grants regardless of the number of applications submitted. For this program, each National Forest, National Park, and field office of the Bureau of Land Management is considered a single entity.

Third-Party Memorandum of Understanding - If the applicant is sponsoring the application in cooperation with a third party, a completed and signed Memorandum of Understanding between the applicant and the third party **MUST** be submitted before the Participant Agreement can be signed.

Eligible Project Work

Project work eligible for Trails Heritage Fund support includes:

- ❖ **Trail development and reconstruction activities including, but not limited to: soil stabilization, earthwork, erosion control, revegetation*, natural and hardened surfacing, culverts, low-water crossings, bank improvements, gabions, retaining walls, guard rails, hand rails, and bridges;**

Revegetation vs. Landscaping

Revegetation is defined as the process of returning terrain to its natural state. This can include repair and conditioning of the ground; boxing and transplanting native trees, bushes, shrubs, and cacti; and the purchase and use of native grass and flower seed. Natural habitat should not require permanent irrigation.

Landscaping is defined as the addition of trees, bushes, shrubs, cacti, grass, flowers, or rock to enhance an area and irrigation needed to support the landscaping. Landscaping and irrigation are not eligible scope items.

- ❖ Trail support facilities including, but not limited to: signage, parking areas, hitching rails, bike racks, fencing, motorized access barriers, underpasses, rest rooms, and water facilities;
- ❖ Acquisition or lease of future trail alignments;
- ❖ Design and engineering when included with trail development and directly related to the project (pre-agreement and design & engineering costs are limited to 10% of the grant amount);
- ❖ One-time non-routine, volunteer trail clean-up activities or events; and
- ❖ Renovation – defined as the redesign, reconstruction, non-routine maintenance, or relocation of recreational trails to benefit the natural environment or to mitigate and minimize the impact on the natural environment. Other reasons for renovation may include erosion and deterioration, improper original alignment, improper design, safety-related issues due to hazardous conditions, and natural disasters.

A cultural resources survey, including information regarding archaeological and other historic properties, is an eligible cost item that applicants may choose to include in the scope of work. Arizona State Parks may require that grant applicants conduct further work such as testing or mitigation of cultural resources before grant funds will be released, and such activities are the responsibility of the applicant. Activities such as testing and mitigation of cultural resources are not eligible for grant funds and may not be counted as match toward the project.

Phase I environmental assessments are eligible for inclusion as a cost item in the scope of work. Any additional work required to receive environmental clearances is the responsibility of the applicant and is not eligible for grant funds or as match counted toward the project.

Development of local or regional plans is not eligible for funding. Funds cannot be used for administrative or overhead costs, or costs associated with application preparation. Costs incurred prior to Board Action and FHWA Authorization, including those associated with design and engineering or cultural/environmental/archeological assessments, are not eligible for reimbursement. Design and engineering costs incurred after the participant agreement is executed are limited to 10% of the awarded grant amount.

The project sponsor is encouraged to contact the State Parks grant staff during the project planning process to resolve eligibility issues.

Available Funds

The Arizona State Parks Board Heritage Fund (A.R.S. §41-503), established in 1990, provides funding for non-motorized trails that have been nominated into the State Trails System, including urban, cross-state, recreational, interpretive, or historic trails. Revenue for the program is derived from the Arizona Lottery. The Board receives up to \$500,000 a year for the Trails Heritage Fund, of which 95% is available through the competitive grant program. According to statute, no entity may receive more than 20% of the funds available in any fiscal year. This amount is based on the total of new revenue, carry-forward, and funds deobligated in the previous fiscal year. The minimum dollar amount that applicants may request is \$4000.

Fiscal Year of Revenue	Available Revenues From Heritage Fund for Trails Grants	20% Cap
1991	\$280,250	\$56,050
1992 - 1998	\$475,000	\$95,000
1999	\$413,547	\$82,709
2000	\$384,598	\$76,000
2001	\$403,002	\$84,000
2002	\$416,503	\$87,000
2003	\$442,104	\$115,952*
2004	\$475,000	\$138,401*
2005	\$475,000	\$176,879*
2006	\$475,000	\$126,949*
2007	\$475,000	\$106,086*
2008	\$475,000	\$147,900*

* Determination of cap was changed to include all available funds including carry over and deobligated amounts.

Program Matching Requirement

Grants are awarded on a matching basis, where the grantee provides at least 25% of the total eligible project cost and the grant provides the remainder. Matching funds can be in the form of cash or in-kind contributions including donated land, materials or services, cost of in-house labor and equipment, local appropriations or bond monies, or monetary contributions from outside sources.

(See Donations List/Match Guidelines, Page 35-36)

Matching funds must be included within the eligible project scope according to the program guidelines and must be used within the approved project period, except approved pre-agreement and design and engineering costs. The applicant's matching share must be certified on the Applicant Resolution/Authority to Apply. If there are any questions regarding the eligibility of matching funds, please contact Arizona State Parks for clarification.

COMPLETING THE APPLICATION PROCESS

The grant application process consists of two parts. Both parts are equally important and must be completed accurately to insure that the application will be eligible and considered for funding.

Part I consists of the forms required to make the application eligible.

Part II includes the responses to the rating criteria, competitive project justification guidelines based on the priority needs identified in the 2005 State Trails Plan. The Trails Heritage Fund grant process is competitive. Applications will be considered according to the number of points received, where the highest number of points will be considered for funding first. Projects that accomplish the high priority needs identified in the FY 2005 Arizona Trails – Statewide Motorized and Nonmotorized Trails Plan have the potential to score more points than projects that accomplish lesser priority needs. The components of the project and the responses to the criteria will determine the score for the application. The applicant will use the forms described in items G - I to explain how the proposed project was conceived, what it will accomplish, and how the project funds will be used. It is important to carefully read the instructions to understand what is expected in the responses.

State Parks staff is available to coach applicants through the process and will comment on draft responses if provided sufficiently prior to the due date. You may email the program coordinator, Robert Baldwin at rbb2@azstateparks.gov.

PART I: REQUIRED FORMS FOR ELIGIBILITY

Following is a list of the application forms with requirements to meet eligibility. A description of each form with instructions for completing the form will follow this section. The **Required Forms Checklist and blank form begin on page 42**. You may copy the forms from the appendix and complete them manually. OR, forms will be emailed to you in Word format by request to the program coordinator, Robert Baldwin, rbb2@azstateparks.gov.

A. State Trail System (p. 1)

The applicant must provide a verification that the proposed project is on a trail in the State Trail System. If you do not have the original notice provided when the trail was accepted into the State Trail System, contact the State Trails Coordinator. If the trail name has been changed from what was originally accepted or is being changed with this project, a separate letter requesting the name change must be submitted to the State Trails Coordinator and a copy submitted with this application.

B. FY 2009 Trails Heritage Fund Certified Grant Application Form (p. 43)

Things to consider when completing the Grant Application Form:

- The individual authorized by the Resolution must sign the grant application.
- The applicant must be an eligible entity to apply for the grant (see p. 3).
- The entire scope of work must be eligible (see p. 3).

- The matching funds certified in the resolution must meet the program requirement (see p. 5).

Memorandum of Understanding (for Third Party projects only) (p. 66-68)

The application must include:

- A draft Memorandum of Understanding (MOU) must be submitted with the application. The completed and signed MOU delegating the responsibilities as provided in the sample resolution.
- The Memorandum of Understanding (MOU) must state the responsibilities of the Applicant and the Third Party as detailed in the sample resolution provided in the manual.

The completed and signed MOU delegating the responsibilities as provided in the sample resolution must be received before the Participant Agreement can be executed.

Completing the Grant Application Form (p. 43)

All information must be typed. Questions regarding form completion are to be directed to the Recreational Trails Grants Coordinator, Arizona State Parks.

1. **Applicant Name:** Enter the name of the eligible entity submitting the grant application.
2. **Applicant Address:** Enter the official mailing address of the applicant.
3. **Applicant Contact:** Enter the name, title, and telephone number of the individual who will have the day-to-day responsibility for the project. An e-mail address is helpful.
4. **Third Party:** If the applicant is sponsoring the application in cooperation with a third party, enter the name of the cooperating entity.
5. **Third Party Address:** Indicate the official address for any third party applicant listed in Item 4 to which communications and correspondence should be directed.
6. **Third Party Contact:** Enter the name, title, and telephone number of the individual associated with the third party participant, who will have the day-to-day responsibility for the project. An e-mail address is helpful.
7. **Project Title:** Enter the title of the proposed project incorporating the affected site and the essence of work to be accomplished (e.g. "Rugged Hill OHV Trailhead Development" or "Crooked Spine OHV Trail Renovation"). Limit the title to 40 characters or less.
8. **U.S. Congressional District:** Enter the number of the U.S. Congressional district(s) in which the project site is located. Contact your county recorder if you need assistance.
9. **State Legislative District:** Enter the number of the State Legislative District(s) in which the project site is located. Contact your county recorder if you need assistance.

10. **County:** Enter the name of the county(s) in which the project is located.
11. **Brief Description of the Project:** Summarize the project proposal. Describe the scope and nature of what is to be accomplished. Indicate the types of proposed improvements to be developed or parcels to be acquired and the location and name of each site involved. A sample acquisition and development project description follows:

Sample Acquisition/Development Project

This project proposes the purchase of a 1-mile easement across State Trust Land near Highway 256. New trail will be constructed and trail signs and kiosks will display trail information, safety, and environmental messages at the access point off of Highway 256.

NOTE: In some cases, it will be advantageous to acquire a specific piece of land while it is still available and undeveloped, although development may not be planned for some years and little or no public use is envisioned in the interim. If this is the case, the description must include information on why the acquisition is necessary, when development will take place, and what the site will be used for during the interim period of time.

Sample Development Project

This project will renovate approximately 2 miles of trail and construct 5 miles of new trail on the Rim View Trail in the Blue Peak Ranger District, Red Dog National Forest. Trail support facilities will include trailhead parking for 20 vehicles where the trail crosses Highway 180 and a kiosk. Trail signs will be added to include environmental, safety, and directional information. The trail is open to hiking, biking, and equestrian uses. The amount of \$6,500 will be claimed as costs for engineering and architectural services.

NOTE: If design and engineering costs are to be claimed, they must be reflected on the Estimated Project Cost Sheet and may not exceed 10% of the awarded grant amount. Design and engineering costs are subject to Arizona State Parks' review for eligibility.

12. **Project Funding:**

THF Grant Request -- Enter the amount of the request for **Trails Heritage Fund** grant. This amount cannot exceed 75% of the total project cost.

Applicant Match Amount -- Enter the amount for which the applicant will be responsible.

Total Project Cost -- Enter the total cost of the proposed project, which equals the grant request amounts plus the applicant match amount. These figures must mirror the figures provided on the Estimated Project Cost Sheet, Cost Breakdown Sheets, and the Resolution/Authority to Apply.

13. **Certification & Authorized Signature:** The certified application form **MUST** be signed and dated by the individual authorized to act on behalf of the applicant in conducting all official business related to the project (same person as specified in applicant's resolution/authority to apply for application). Please type the signer's name and title below the signature.

C. Applicant Resolution/Authority to Apply (p. 44-46)

The application must include certification of the correct amount of matching funds and must meet the requirements as outlined in the manual.

The application will be ineligible if the resolution is not submitted by the due date.

Completing the Application Resolution / Authority to Apply

Federal, Tribal, or Arizona State Land Department Applicants must submit a letter that clearly states the applicant has the authority to apply for RTP (Motorized Portion) Funds. This letter must address the same issues as are addressed in the **SAMPLE LETTER RE: CONTROL AND TENURE / APPLICATION TO APPLY** provided (page 47) and the letter must be printed on agency letterhead and be signed by an appropriate official authorized to commit funds.

Applicants in this group can satisfy the Control and Tenure requirements of the application process by incorporating in their letter an appropriate statement addressing the applicant's intent to use the land under it's stewardship for the purpose expressed in this application. The **SAMPLE LETTER provided on page 44** may be edited as needed by the applying entity. If altered, it is essential that all conditions in the sample document are addressed in the document submitted with this application.

THE SIGNED LETTER MUST BE SUBMITTED WITH THE APPLICATION BY THE APPLICATION DUE DATE. The person identified in the letter who conducts all negotiations and executes and submits all documents **MUST** provide documentation if other persons will be allowed to assume these responsibilities at any time during the development period of the grant.

Non-Federal Applicants must include a resolution certifying authority to apply for RTP funding to be eligible for funding consideration (*e.g., the Resolution must identify the source and amount of matching funds, including donations*). A Sample Resolution is provided on page 45-46. All applicants **MUST** incorporate items 1 through 6 from the sample resolution in their resolution and it **MUST** be signed by the appropriate official authorized to commit funds.

The person identified in the resolution (see Sample Resolution: Item 6) who conducts all negotiations and executes and submits all documents **MUST**

provide documentation if other persons will be allowed to assume these responsibilities at any time during the development period of the grant.

D. Evidence of Control & Tenure Documents (p. 44, 47)

Things to consider when completing the Control & Tenure Documents:

- The application must include the appropriate documentation to demonstrate Control & Tenure of the property (e.g., a lease, special use agreement, title or deed).
- The Control & Tenure documents must state a valid term of at least 25 years with 20 years remaining at the time of application submittal.
- Include a copy of the Title Insurance for all parcels with the application.
- *In lieu of title insurance, the applicant must provide a title opinion signed by their legal representative indicating all parcels are unencumbered.*

Submitting Evidence of Control and Tenure

All applicants are responsible for operation and maintenance of fund-assisted facilities or equipment and retention of land acquisitions according to the Term of Public Use established in the General Provisions (page 85-90). The Term of Public Use is 25 years for facilities (real property) and 99 years for acquired land.

At the time of application, the applicant **MUST** submit documentation to demonstrate the control (i.e., deed, lease, easement, etc.) and tenure (i.e., 25 years, 50 years, etc.) of the land where the project site is located. **OR**, the applicant **MUST** include the acquisition of the proposed site in the scope of the proposed project.

For a development project, the applicant must include copies of the document which evidences control and tenure of the proposed project site. Evidence of control and tenure can be shown by submitting copies of the required documents listed in either #1A or #2 below.

1A. Title or Deed -- If the land proposed for development is owned by a municipal or county applicant, all of the following must be submitted with the application:

- copy of the recorded title or deed
- legal description of the deed with an attached map
- updated copy of title insurance for the property (no older than one year).

In lieu of title insurance, a "title opinion" from the applicant's legal representative may be submitted. This opinion will certify that the title is vested in the applicant and there are no outstanding liens or encumbrances imposed against the property which would adversely affect the proposed development.

1B. Title or Deed -- If the land proposed for development is owned by a Forest Service, Bureau of Land Management, Arizona Tribal Governments, or Arizona State Land Department, the applicant must provide the suggested Control & Tenure letter stating that:

“All improvements proposed in this grant application are compatible with the approved land use plan of the applicant and will be constructed on land that is within the boundaries of and under the management of applicant. These lands are not classified or have been identified as base-for-exchange and will be available for public use for the term of this agreement.” (See sample letter page 44.)

2. **Leases, Easements, Permits, or Special Use Agreements** -- Lands not owned by the applicant may be developed with grant assistance if provisions exist in a lease or use agreement. The lease, permit, or special use agreement must adequately safeguard the long-term use of the land for public recreation.

AN APPLICATION WILL BE CONSIDERED INELIGIBLE IF AN EXISTING LEASE OR SPECIAL USE AGREEMENT IS NOT INCLUDED IN THE APPLICATION.

Both of the following must be submitted with the application:

- copy of the signed lease, easement, permit, or special use agreement.
- map depicting the area(s) existing or proposed for lease, easement, permit, or agreement.

For a development project, an applicant must have a minimum of a 25-year lease with at least 20 years remaining at the time an application is submitted. The lease must include the provisions that (1) the lessee has the first right of lease renewal, and (2) the lessor cannot cancel the lease without cause. If the lease has at least 20 years remaining, but less than 25 years, the application must include a letter of intent to exercise the option to renew (page 47).

PROJECTS ON STATE TRUST LAND

Projects proposing improvements on land leased from the Arizona State Land Department will be considered on a case-by-case basis. All projects constructed on State Land are required to meet the 25-year Term of Public Use. A project that cannot meet this requirement may proceed under the remedies provided in the Administrative Guidelines for Awarded Grants. These options include:

- (1) Conversion – providing an equivalent facility at the grant participant’s expense;
- (2) Repayment – refunding the grant funds to State Parks on a graduated scale based on the number of years the project has been available to the public; or,
- (3) Obsolescence – notwithstanding neglect or inadequate maintenance on the part of the grant participant, a recreation area or facility may be determined obsolete if:
 - (a) reasonable maintenance and repairs are not sufficient to keep the recreation area or facility operating,
 - (b) changing recreation needs dictate a change in the type of facility provided,
 - (c) operating practices dictate a change in the type of facilities required, or
 - (d) the recreation area or facility is destroyed by fire, natural disaster, or vandalism.

E. Americans with Disabilities Act (ADA) Certification (p. 48)

This form must be signed by the individual authorized by the Resolution and submitted with the application to be considered complete. It is the applicants statement that they comply with all tenets of Title II of the ADA. It does not require all aspects of a project to be ADA compliant.

F. State Historic Preservation Office

Things to consider when completing the SHPO Review Form

- The SHPO REVIEW FORM must be signed by the person authorized in the Resolution to submit documents.
- The SHPO REVIEW FORM and the Historic Property Inventory Form (if applicable) must be included with the application.
- Completed cultural surveys with data attached or a 7.5' USGS map of the entire project area must be included with the application.

Completing State Historic Preservation Office Review Form (p. 49-52)

SHPO Review Form - All applicants must submit this form the by the application due date. The SHPO Historic Property Inventory Form is only required if historic properties exist within the project area or may be affected by the project.

Section 106 Compliance – Cultural resource surveys must be completed for the entire project area and the completed **SHPO REVIEW FORM / SHPO Historic Property Inventory Form** must be submitted with the application by the due date. Depending on the location of the project, additional consideration of tribal issues may be required in the federal process. Federal applicants must submit any documentation gathered by agency archaeologists. The State Historic Preservation Office (SHPO) will review all cultural surveys and issue their concurrence with the applicant's proposed action.

PART II: REQUIRED PROJECT DESCRIPTION FORMS

G. Responses to Criteria

These are the written responses to rating criteria #1-15 and supporting documentation. The applicant is not allowed to alter or amend the project narrative or add documentation once the application deadline has passed.

HOW TO RECEIVE A GRANT

Grants are awarded to projects that best meet the needs identified in the “Arizona Trails 2005 State Motorized and Non-motorized Trails Plan”. This plan is updated every five years based on input from trail users and land managing agencies in Arizona. The Arizona State Parks Board uses the information gathered in the plan to develop criteria for determining which projects will best use the available funds to meet the needs identified by the trail users and managers. Projects are scored based on the criteria and grants are awarded to the projects that score the highest. To give a proposed project the best opportunity to score points, the applicant must understand what elements (scope items) should be included in the project to satisfy a specific criterion. Then the applicant must provide a written response to the criterion describing how the proposed elements satisfy that criterion. If documentation is requested, it must be provided and cited in the narrative to score the maximum points.

Each rating criterion 1 through 15 (see pages 15-25) must be addressed individually in the order presented. Read each criterion carefully. Then, explain what has been done to satisfy the requirements of that criterion and describe the documentation provided to support those efforts. It is important to identify specific actions taken. A rating team will score the application based on the responses (description of actions taken or to be taken and supporting documentation) to each of the rating criteria

Points for documentation will only be awarded if the attached information referenced in the narrative that supports specific actions is highlighted or otherwise identified. The rating team will not read the entire referenced document to see if the information is included.

It is not necessary to provide the entire document if only the referenced section contains pertinent information. Identify referenced documents as “attachments” and include them as a separate section immediately following the narrative section. The required maps and design plans may be referenced and included in the order suggested in the Required Forms Checklist (page 42).

If a criterion does not apply to the project, simply identify that criterion by name and write “not applicable.”

Use caution in deciding that a criterion is not applicable to the proposed project as no points will be awarded to a criterion that has “not applicable” written in place of a narrative.

Responding to the Trails Heritage Fund Rating Criteria

The criteria for rating Trails Heritage Fund grant applications are based on the *Arizona Trails 2005 Statewide Motorized and Nonmotorized Trails Plan*. The most recent trails plan was approved by the Arizona State Parks Board (Board) in November 2004 and is available on the State Parks website at:

www.azstateparks.com/partnerships/trails/statetrails.html. This criteria was developed with the assistance of a cross section of stakeholders including representatives of the State Recreational Trails Advisory Committee; reviewed and recommended by the Arizona Outdoor Recreation Coordinating Committee and Off-Highway Vehicle Advisory Group, advisory to the Board; and approved by the Board in September 2005. Modifications may be needed from time to time to further clarify application of the criteria. Other changes to the criteria are subject to Board approval. These criteria will be used until the next trails plan is completed and approved in 2009.

SECTION I. PLANNING AND LOCAL NEED 35 MAXIMUM POINTS ALLOWED

The goal of the Arizona State Parks motorized and non-motorized trails grant programs is to award funding to projects that meet the needs identified in the Arizona Trails 2005 Statewide Motorized and Nonmotorized Trails Plan. A project should be designed to accomplish the objectives of the project sponsor and/or respond to user demand. In this section the applicant must establish that the proposed project addresses a need identified in a plan and/or is the result of public demand.

This section contains two parts: Planning and Demonstrated Need. A total of thirty (30) points is allowed in each part. There are more ways to score points (more points available) than are allowed in each part. This scoring strategy reflects the understanding that applicants have differing levels of resources available for planning and that need may be demonstrated in a variety of ways. A maximum total of thirty-five (35) points will be counted in this section toward the application's overall score. An applicant must show a combination of planning and demonstrated need to obtain thirty-five points. The applicant must evaluate the resources available to them and respond to enough criteria, if possible, to score the maximum points (35) allowed in the section. *The applicant is not expected to, nor should they attempt to respond to every criterion in this section.*

PLANNING

MAXIMUM 30 POINTS

The applicant must evaluate the resources available to them and respond to enough criteria to score the maximum points (30) allowed in this part. The applicant is not expected to respond to every criterion in this section if points are not needed to achieve the maximum available.

The application will be scored based on the relevance of the written response to each criterion and documentation provided. Responses should be brief (100 words or less) and to the point. **To be considered “relevant” a response must clearly and directly address the criterion, the proposed project, and the plan being described and provide the requested documentation.**

Arrange your responses in the following order and attach referenced documents at the end of this section. Be sure documents are labeled with the letter of the criterion they apply to, i.e., “A”, “B”, or “C”.

1. **In this section the applicant must establish that the proposed project is the result of an approved plan. Plans are created to identify objectives and provide direction in carrying out those objectives. Public input is considered an important ingredient in creating this plan. Therefore, a plan is not considered approved unless public comments have been solicited.**

A. DESCRIBE THE APPROVED PLAN THAT RELATES TO THIS APPLICATION

0 or 7 points

Briefly describe the approved plan that **specifically identifies** the applicant’s responsibility to provide the uses, facilities, or deliverables being proposed in this grant application. A relevant response will explain why this project is moving forward at this time.

NOTE: A plan will not be considered “approved” without an opportunity for public comment. Therefore, if at least one opportunity cannot be documented the plan will not be accepted.

PROVIDE AND HIGHLIGHT COPIES OF RELEVANT PAGES OF THE PLAN

Provide a copy of the cover page for this plan, table of contents (if available), and pages referenced in the response. Text referenced in the response must be **HIGHLIGHTED** on pages provided.

Seven (7) points will be awarded for a relevant response with requested documentation.

B. LIST AND DESCRIBE PUBLIC COMMENT OPPORTUNITIES Up to 21 points

List and describe the opportunities the public had to comment during the development of the plan described in “A” or any pertinent amendments to that plan. This should include opportunities to review the plan and avenues for response. (100 words or less per opportunity)

PROVIDE COPIES OF PUBLIC COMMENT OPPORTUNITIES

Provide copies of public notices, agendas, or invitations to open forums alerting the public to these opportunities. One document may list multiple opportunities and will score accordingly.

Three (3) points will be awarded for each opportunity described with requested documentation.

C. LIST AND DESCRIBE THE OBJECTIVES IDENTIFIED IN THE PLAN

Up to 20 points

List the relevant objectives identified in the plan described in “A” and briefly describe how each of the uses, facilities, or deliverables being proposed in this grant application furthers those objectives. (100 words or less per objective)

PROVIDE PAGES FROM PLAN AND HIGHLIGHT RELEVANT OBJECTIVES

Provide a copy of the pages from the plan that identify the relevant objectives. Text referenced in the response must be highlighted on the pages provided.

Five (5) points will be awarded for each relevant objective described with highlighted documentation.

DEMONSTRATE NEED

MAXIMUM 30 POINTS

This section will allow the applicant to score points if the project IS NOT the result of an approved plan. **The response to question #2 will not be scored if the applicant received points for question #1.** Responses and documentation provided for question #3 will be scored for all applicants.

The applicant must evaluate the resources available to them and respond to enough criteria to score the maximum points (30) allowed in this part. The applicant is not expected to respond to every criterion in this section if points are not needed to achieve the maximum available.

The application will be scored based on the relevance of the written response to each criterion and documentation provided. Responses should be brief (100 words or less) and to the point. To be considered “relevant” a response must clearly and directly address the criterion and the proposed project being described **AND** provide the requested documentation.

2. **EXPLAIN briefly how the need for the uses, facilities, or deliverables being proposed in this grant application was identified.** 0 or 5 points

Five (5) points will be awarded for a relevant response. NOTE: These points will only be awarded if an approved plan was not described in question #1 in the Planning section.

3. **PROVIDE evidence supporting the need. This may include, but is not limited to: pictures of existing use or misuse, letters from individuals or user groups, news articles, survey results, or statistics. Evidence that is not specifically listed below may be submitted in the most appropriate category. You must provide the evidence, not just refer to it in your explanation.**

NOTE: Each article of evidence must include a brief explanation of how it supports the need for the proposed project or a specific component of the project. To provide a “relevant explanation” the response must directly tie the evidence to the project component and the component must be a cost incurred in the proposed project.

A. PICTURES / MAPS

Up to 15 points

Pictures and maps may be used to depict the need for a specific component of the proposed project. A combination of maps and pictures can be used to identify the location of existing conditions within the project area that will be addressed in this project. A map may be used to illustrate the need for connector trails, new trails, or the location of other support facilities. Pictures would further explain the situation. Pictures must be identified by the approximate date they were taken, location in the project area, and component of project being depicted. NOTE: Pictures must be submitted in 4" x 6" layout format. Digital photos must be printed on photo quality paper.

Five (5) points will be awarded for each project component appropriately depicted and explained.

B. LETTERS OF CONCERN

Up to 10 points

The purpose of a letter used to meet this criterion must be to alert the project sponsor to a specific need included in the scope of the project. The letters must have been written far enough in the past to be part of the consideration in developing the proposed project. Letters supporting a proposed project **do not qualify**. If it is not obvious from the letter, an explanation must be provided to tie the letter to the proposed project, i.e. if the letter mentions a specific location, the explanation must identify that location within the project area.

Two (2) points will be awarded for each letter with appropriate content from an individual. Individuals may not be a member of a group that has submitted a letter. Four (4) points will be awarded for each letter with appropriate content from a group representing at least ten members. Letters from a group must be submitted on the group's letterhead and include the signature of an authorized representative of the group and the size of group's membership. (maximum 10 points for all letters combined)

C. COMMUNITY CONCERN

Up to 6 points

Expressions of community concern can include any actions or publicity at the community level specific to the project or its potential impact. For example, a newspaper article or public comment documented in the minutes of a public meeting which identifies a condition addressed by the proposed project, OR, documented actions of a user or special interest group to identify or mitigate a situation being addressed by the proposed project. A brief written explanation is required to tie the evidence to the proposed project.

Three (3) points will be awarded for each appropriate response.

D. STATISTICS, STUDIES, OR SURVEY

Up to 10 points

The statistics, study, or survey must have been commissioned or conducted by the applicant or an interested group and be specific to the project in this grant application. Results from these sources must support the need for this project. A brief explanation must connect the documentation to the project.

Five (5) points will be awarded for each source with each appropriate explanation.

E. AGENCY DECISION OR MEMORANDUM

0 or 5 points

An agency decision or memorandum may officially approve or require the project specific work as a result of meetings or discussions. This must be **a document that stimulates the initiation of this project** and is not the applicant's resolution required for this application. The date on this document should be well in advance of the application deadline.

Five (5) points will be awarded for a document with an appropriate explanation.

F. REGULATIONS

Up to 10 points

Regulations may require a specific action be taken as a component of this grant application. Provide a copy of the regulation and briefly explain how it is being met through the proposed project. General NEPA compliance is a result of initiating the project, not a reason to initiate it. However, if a scope item in the project is designed to specifically address any of the requirements of the NEPA process, that requirement must be identified and an explanation provided as to how the chosen actions satisfy that requirement.

Five (5) points will be awarded for each appropriate explanation.

SECTION II. STATEWIDE PRIORITIES

60 MAXIMUM POINTS ALLOWED

The criteria in this section are used to measure the relationship of this project to the statewide recommendations outlined in Chapter 4 of the *ARIZONA TRAILS 2005: Statewide Motorized and Non-motorized Trails Plan* (State Trails Plan). A maximum of sixty (60) points can be scored in this section.

PART I – PRIORITY NEEDS: Criteria 4 – 9 are based on the recommendations in the State Trails Plan. Up to fifty (50) points in this section are awarded according to the ratio of eligible costs appropriate to each criterion compared to the total project cost less proposed pre-agreement and design and engineering costs. Projects that are designed primarily to meet the first level priority recommendations (criteria 4 – 7) will score better than projects that are meeting second level and other priority recommendations (criteria 8 – 9). Projects that propose to spend at least 80% of the total project costs on the first level priority scope items will score all fifty available points. Other projects will score less than the fifty available points proportionately to the costs expended other scope items. A table showing the allocation of points is provided following this section.

The applicant must divide the project costs into “scope items”. A scope item may consist of several components. The scope items must be titled to match the equivalent criteria and all eligible costs associated with that scope item will determine the total cost. SCOPE ITEM COST BREAKDOWN sheets are available in the application manual or in Word format from State Parks. Read the definition provided in each criterion to determine what costs may be eligible for that scope item. Contact the State Parks grant coordinator when in doubt.

The application will be scored based on the appropriateness of the written response to each criterion 4 - 9 and the SCOPE ITEM COST BREAKDOWN sheets provided. Responses should be brief (100 words or less) and to the point. Arrange your response

in the following order and attach the cost sheets at the end of this section. To be considered “relevant” a response must clearly and directly address the criterion and the proposed component of the project being examined.

PART II – OTHER NEEDS: Criteria 10 - 15 ask the applicant to describe the efforts they have made in planning this project or will make during the development of the project to address some of the concerns described by participants in the surveys conducted to develop the State Trails Plan. The applicant has multiple opportunities to score the maximum ten (10) points available in this part.

NOTE: The following tie-breaker procedure will be used if two or more projects score the same total points and funds are not available to fully fund all projects. Projects that spend the greatest percentage of total project dollars in scope items 4 – 7 will be considered first. A project that proposes components in the most scope items 4 – 7 will be considered second.

PART I – PRIORITY NEEDS

4. RENOVATE TRAILS

UP TO 50 POINTS

Renovation is defined as the redesign, reconstruction, non-routine maintenance, or relocation of recreational trails to benefit the natural environment or to mitigate and minimize the impact on the natural environment. Other reasons for renovation may include erosion and deterioration, improper original alignment, improper design, safety-related issues due to hazardous conditions, and natural disasters. Mitigation of environmental impacts or trail obliteration may require re-vegetation.

Re-vegetation is defined as the process of returning terrain to its natural state. This can include repair and conditioning of the ground; boxing and transplanting native trees, bushes, shrubs, and cacti; and the purchase and use of native grass and flower seed. Temporary watering may be provided, but natural habitat should not require permanent irrigation.

Installation of bridges, culverts, cattle guards, gates, etc. on an existing trail are considered renovations. When included in new trail construction, they are new trail costs. This definition of renovation does not include improvements to support facilities (trailheads, parking areas, fencing at trailheads, restrooms, etc.).

A. PROVIDE a brief explanation how the proposed components in this scope item meet the definition provided.

B. ITEMIZE on the SCOPE ITEM COST BREAKDOWN sheet the components of this project that meet the renovation definition and total the estimated costs.

5. PROVIDE SIGNAGE

UP TO 50 POINTS

Trail signage includes any size and style of sign installed along a trail corridor or at a trailhead that provides information in any of the following area:

- information about a trail such as the name/number, trail manager, difficulty, UTAP assessment, allowed uses, direction/distance, health benefits
- trail etiquette (yielding to other users, picking up waste)
- personal safety (hazardous trail conditions, environmental/weather cautions, creatures, health warnings)
- environmental protection (staying on the trail, pack it out)
- interpretation of cultural/historic/prehistoric sites, flora, fauna, or physical features

Large signs such as kiosks or bulletin boards are support facilities and must be included in criterion #7.

- A. PROVIDE** a brief summary of the types of signs proposed and the messages they will convey.
- B. ITEMIZE** on the SCOPE ITEM COST BREAKDOWN sheet all estimated costs associated with the design, fabrication, and installation of signs.

6. PROVIDE SUPPORT FACILITIES

UP TO 50 POINTS

Support facilities include, but are not limited to; parking areas, restrooms, kiosk / bulletin board, roadside signage, water (human and/or equine), hitching rails, bicycle racks, fencing, motorized access barriers, and trash receptacles.

- A. ITEMIZE** on the SCOPE ITEM COST BREAKDOWN sheet all estimated costs associated with the support facilities.

Points will be given if this project includes acquisition such as purchasing land, leases, rights of way, and easements to secure trail corridors and access to existing or proposed trails.

- B. PREPARE** the ACQUISITION COST BREAKDOWN sheet including all eligible costs associated with the acquisition. A parcel map is required.

7. PROTECT ACCESS TO TRAILS

UP TO 50 POINTS

Points will be given if this project includes acquisition such as purchasing land, leases, rights of way, and easements to secure trail corridors and access to existing or proposed trails.

- A. PREPARE** the ACQUISITION COST BREAKDOWN sheet including all eligible costs associated with the acquisition. A parcel map is required.

8. DEVELOP NEW TRAILS OR TRAIL OPPORTUNITIES

UP TO 40 POINTS

New trail is trail across any ground (or along a water route) where existing travel has not been established. A new opportunity occurs when an existing trail is opened or renovated to provide for new uses, such as bring a trail up to A.D.A. standards for use by a group of people who could not previously use the trail. Signing or acknowledging an existing route that has not previously been acknowledged with or without trail improvements meets this requirement. Signage and support facility costs must be included in criterion #6 & #7 respectively.

Installation of bridges, culverts, cattle guards, gates, etc. on a new trail is new development. Often, a new trail route will use portions of an existing route. Any improvements made to an existing route (designated or not) are considered renovations.

A. PROVIDE a brief summary explaining the new opportunities created.

B. ITEMIZE on the SCOPE ITEM COST BREAKDOWN sheet all estimated costs associated with new trail development.

9. PROVIDE TRAIL INFORMATION / MAPS

UP TO 40 POINTS

Trail users want up-to-date maps and information about trails. Eligible costs include: developing a trails link or updating a website to include information about non-motorized trails; updating and producing a map; gathering Global Positioning System information that results in an updated map or website; or conducting a UTAP assessment that results in signage or updated brochure. NOTE: Sponsors of trails in the State Trails System are expected to provide updated information to the State Trail Coordinator when it is available.

A. PROVIDE a brief summary explaining how the costs incurred in this scope item will result in information or maps available to the public.

B. ITEMIZE on the SCOPE ITEM COST BREAKDOWN sheet all estimated costs associated with gathering and distributing updated trail information.

TRAILS			
% of proj cost	first level priority pts	% of proj cost	second level priority pts
100	50	0	0
95	48	5	2
90	45	10	5
85	43	15	7
80	40	20	10
75	37	25	12
70	35	30	13
65	33	35	14
60	30	40	16
55	27	45	18
50	25	50	20
45	22	55	22
40	20	60	24
35	17	65	26
30	15	70	28
25	13	75	30
20	10	80	32
15	7	85	34
10	5	90	36
5	3	95	38
0	0	100	40

This chart shows how points will be awarded in the grant rating process based on how project dollars are allocated to specific project scope items. More points are available to scope items that address the areas identified as high priority in the “Arizona Trails 2005 – Statewide Motorized and Nonmotorized Trails Plan.”

Points will be awarded for percentages that fall between the listed percentages, i.e. costs for a first level priority scope item that equals at least 57% of the total project cost will receive 34 points. Total costs for all scope items within the same priority level will be added together to determine the percentage of total project costs and points eligible for that priority level.

A project that does not include any first level priority costs cannot receive more than 45 points. A project that does not include any first or second level priority costs cannot receive more than 35 points.

PART II – OTHER NEEDS

UP TO 10 POINTS

The application will be scored based on the appropriateness of the written response to each criterion. The applicant, however, is not expected, nor should they attempt to respond to every criterion in this part. Responses should be brief (100 words or less) and to the point. To be considered “relevant” a response must clearly and directly address the criterion and the specific action taken or to be taken relative to the proposed project in this application. **Each criterion is worth four (4) points.**

10. REDUCE IMPACTS TO CULTURAL/ENVIRONMENTAL RESOURCES

DESCRIBE the actions taken as part of this project that will reduce the impact of the project or its uses on the immediate cultural or environmental resources.

11. INCREASE ACCESSIBILITY FOR PERSONS WITH PHYSICAL LIMITATIONS

DESCRIBE the actions taken as part of this project that will increase accessibility to any component of this project to persons with physical limitations.

12. ENCOURAGE OR COORDINATE SUPPORT FROM VOLUNTEERS

DESCRIBE the actions taken as part of this project to facilitate volunteer help.

13. INTERAGENCY COORDINATION

DESCRIBE the actions taken as part of this project that required cooperation with another agency. (For this response, an agency is a private or governmental entity that may share similar goals, objectives, or resources.)

14. SEEK ADDITIONAL FUNDING SOURCES

IDENTIFY a source of funds used for this project (other than this grant and any funds normally available to you for this type of project) and **EXPLAIN** how the funds were acquired.

15. EDUCATE USERS ON TRAIL ETIQUETTE AND ENVIRONMENTAL PROTECTION

DESCRIBE the actions taken as part of this project to educate trail users on trail etiquette and environmental protection.

SECTION III. ADMINISTRATIVE COMPLIANCE

5 MAXIMUM POINTS

This section will be completed by staff based on the applicant's past history with Arizona State Parks grants programs.

16. Administrative Performance

0 to 2 points

This category is for applicants who have had a Trails Heritage Fund grant in the past three (3) years. One (1) point will be awarded based on the timely submission of quarterly reports. One (1) point will be awarded based on completion of the project within the original (2 or 3-year) project period.

Applicants who have not had an active Trails Heritage Fund grant project in the past three (3) years will receive the two (2) points.

17. Post-Completion Compliance

1 point

This category is for applicants who have a closed Trails Heritage Fund project in which the Term of Public Use is still active. One (1) point will be awarded for the participant's compliance with the post-completion self-certification process or if compliance has not been requested.

18. Workshop Attendance

0 or 2 points

All applicants are expected to attend the annual grant workshop for the current grant cycle. Signing the attendance sheet and remaining for at least half of the presentation verifies attendance. The applicant may be represented at the workshop by:

- **a representative of their agency or non-profit group;**
- **a representative of a third party partner (by MOU and listed on the application);**
- OR**
- **a representative of a volunteer group that will be directly involved with the development of the project.**

**Summary of Trails Heritage Fund
RATING CRITERIA**

SECTION I. PLANNING AND LOCAL NEED **MAXIMUM 35 POINTS**

PLANNING Maximum Points Allowed 30

1. Proposed Project Is The Result Of Planning
- A. Describe the plan 7
- B. Describe public comment opportunities 21
- C. Describe the objectives identified in the plan 20

DEMONSTRATE LOCAL NEED Maximum Points Allowed 30

2. Explain How The Need For The Proposed Project Was Identified 5
3. Provide Evidence Supporting The Identified Need
- A. Pictures / Maps 15
- B. Letters 10
- C. Community support 6
- D. Statistics, studies, or surveys 10
- E. Agency decision or memorandum 5
- F. Regulations 10

SECTION II. STATEWIDE PRIORITIES **MAXIMUM 60 POINTS**

Part I. Priority Needs Maximum Points Allowed 50

4. Renovate Trails 50
5. Provide Signage 50
6. Provide Support Facilities 50
7. Protect Access To Trails 50
8. Develop New Trail Opportunities 40
9. Provide Information/Maps 40

Part II. Other Needs Maximum Points Allowed 10

10. Reduce Impacts To Cultural/Environmental Resources 4
11. Increase Accessibility For Persons With Physical Limitations 4
12. Encourage Or Coordinate Support From Volunteers 4
13. Interagency Coordination 4
14. Seek Additional Funding Sources 4
15. Educate Users On Trail Etiquette 4

SECTION III. ADMINISTRATIVE COMPLIANCE **MAXIMUM 5 POINTS**

16. Administrative Performance 2
17. Post-Completion Compliance 1
18. Workshop Attendance 2

TOTAL MAXIMUM POINTS **100**

H. Estimated Project Cost Sheet / Scope Item Timeline / Donations

The Estimated Project Cost Sheet is needed to complete the Grant Application Form. Scope Item Cost Breakdown sheets are required to document responses to rating criteria #4-7.

- Estimated Project Cost Sheet
- Scope Item Cost Breakdown Sheet
- Acquisition Cost Breakdown Sheet (*if applicable*)
- Design & Engineering Costs Breakdown Sheet (*if applicable*)
- Scope Item Timetable
- Donations List (*if applicable*)

Completing the Estimated Project Cost Sheet

In order to complete the Estimated Project Cost Sheet the project must be broken down into individual scope items. Each scope item must meet the eligibility requirements as explained on page 1. The applicant must divide the project costs into “scope items”. A scope item may consist of several components. The scope items must be titled to match the equivalent criteria Items 4-9 and all eligible costs associated with that scope item will determine the total cost. SCOPE ITEM COST BREAKDOWN sheets are available in the application manual or in Word format from State Parks. Read the definition provided in each criterion to determine what costs may be eligible for that scope item. Contact the State Parks grant coordinator when in doubt.

Certain scope items will be essential to the project. Other items may be expendable based on the availability of funding. Scope items must be listed on the Estimated Project Cost Sheet in the order of their priority to the project.

STEP 1: ACQUISITION COST

(If not applicable, go to STEP 2)

Complete the **Acquisition Cost Breakdown** (page 29) identifying each parcel to be acquired. Total acreage involved should be noted, as well as the anticipated date of acquisition. In the column on the far right of the breakdown, indicate whether the parcel is being purchased (P) or donated (D).

STEP 2: SCOPE ITEM COST

Complete a **Scope Item Cost Breakdown** (page 29-31) for each component of the project. As accurately as possible, develop cost estimates based on the anticipated costs of completing that scope item. Estimates should reflect realistic prices anticipated at the time the work will be done. Break down each scope item into materials and labor components as applicable. Contingency costs should be included within the cost of the scope item as applicable, not listed as a separate component. Work that will be done as part of one contract must be broken down and costs shown for each component of the project under the contract. **For example, if the project includes renovation and points are being requested under RTP Project Rating Criteria #5, all renovation costs must be itemized in the Scope Item Cost Breakdown sheets.**

STEP 3: DESIGN & ENGINEERING COSTS

(If not applicable, go to STEP 4)

Design & Engineering Costs (D&E) is an optional scope item (page 31). These costs may not be incurred prior to authorization of the project by the Federal Highway Administration (FHWA) and execution of the participant agreement. The costs must be specific to this project and may include site planning, feasibility studies, design, construction drawings and specifications, and similar items. They are limited to 10% of the grant amount. The applicant must adhere to local rules and regulations as well as Arizona State Law in using qualified personnel to prepare final plans and specifications for the proposed development. **The costs of grant application preparation and grant administration are not eligible scope items and must not be included with other design and engineering costs.** Contingency costs should be included within the cost of the scope item as applicable, not listed as a separate component.

****NOTE:** To enable available funds to be used for work directly benefiting the recreational user, ASP staff may not recommend design and engineering costs for funding. If approved, design and engineering costs cannot exceed 10% of the grant amount on the Estimated Project Cost Sheet.*

If no Design & Engineering Costs are going to be charged, go to STEP 4.

If it is anticipated that D&E costs will be charged to the project, please refer to the **Instructions for Design & Engineering Costs Worksheet** (page 33-34).

If the amount of D&E being requested is clearly less than 10% of the requested grant amount, simply complete the **Design & Engineering Costs Breakdown Sheet** (page 31). As accurately as possible, develop cost estimates based on the anticipated costs of completing that component of the design and engineering cost. Estimates should reflect realistic prices anticipated at the time the work will be done. Break down each component into materials and labor costs as applicable. Contingency costs should be included within the cost of the scope item as applicable, not listed as a separate component.

STEP 4: ESTIMATED PROJECT COST SHEET

Once all of the Scope Item Cost Breakdowns are completed, the Estimated Project Cost Sheet (page 32) can be completed. The amounts entered on the Estimated Project Cost Sheet **must** correspond to the amounts entered on the Certified Application Form, Resolution / Authority to Apply, Acquisition Costs Breakdown, Scope Item Cost Breakdowns, and Design & Engineering Costs Breakdown.

Project Title - Enter the title of the proposed project as it appears on line 7 of the Certified Grant Application form (page 43).

Acquisition Project Costs - Parcels to be acquired should be listed separately with the highest priority parcels appearing at the top of the list. **The prioritization of parcels is important. During the project review process staff may recommend deleting a parcel from the project. Items at the bottom of the list are usually considered for deletion first.** In the "MATCH" column indicate the amount of the participant's matching funds or donations to be applied to each parcel. In the "GRANT REQUEST" column indicate the amount of grant funds being requested to purchase each parcel. The total of these two columns represents the anticipated cost of each parcel. Enter the totals for matching and requested grant funds and the Total Cost of All Acquisitions.

Development / Equipment Project Costs – List each scope item as identified on a Scope Item Cost Breakdown. Highest priority scope items should appear at the top of the list. **The prioritization of scope items is important. During the project review process staff may recommend deleting specific scope items from the project. Items at the bottom of the list are usually considered for deletion first.** In the "MATCH" column indicate the amount of the participant's matching funds or donations to be applied to each scope item. In the "GRANT REQUEST" column indicate the amount of grant funds being requested for each scope item. The total of these two columns represents the anticipated cost of each scope item. If Design & Engineering (P/D&E) costs are being included, see the next paragraph. Otherwise, enter the totals for all matching and requested grant funds in the Total Development/Equipment Costs field.

Design & Engineering Costs – Enter the total of all design and engineering costs as identified on the Design & Engineering (D&E) Costs Breakdown Sheet in the specified area. In the "MATCH" column indicate the amount of the participant's matching funds or donations to be applied to D&E costs. In the "GRANT REQUEST" column indicate the amount of grant funds being requested for D&E costs. The total of these two columns represents the anticipated cost for all design and engineering. Enter the totals for matching and requested grant funds and the Total D&E Costs. Enter the totals for all matching and requested grant funds in the Total Development/Equipment Costs field.

ACQUISITIONS COST BREAKDOWN

PARCEL #	ACRES	ANTICIPATED DATE OF ACQUISITION	ESTIMATED COST	RELOCATION COST	APPRAISAL & RELATED FEES	TOTAL COST OF PARCEL	* P / D
			\$	\$	\$	\$	

* Indicates Method of Acquisition: P= Negotiated Purchase D= Donation

SCOPE ITEM COST BREAKDOWN

SCOPE ITEM:

COMPONENTS OF SCOPE ITEM	MATERIAL # of Units OR ----- LABOR # of Hours	MATERIAL Unit Cost OR ----- LABOR Hourly Rate	Total Component Cost
TOTAL SCOPE ITEM COST			

SCOPE ITEM COST BREAKDOWN

SCOPE ITEM:

COMPONENTS OF SCOPE ITEM	MATERIAL # of Units OR ----- LABOR # of Hours	MATERIAL Unit Cost OR ----- LABOR Hourly Rate	Total Component Cost
TOTAL SCOPE ITEM COST			

SCOPE ITEM:

COMPONENTS OF SCOPE ITEM	MATERIAL # of Units OR ----- LABOR # of Hours	MATERIAL Unit Cost OR ----- LABOR Hourly Rate	Total Component Cost
TOTAL SCOPE ITEM COST			

SCOPE ITEM COST BREAKDOWN

SCOPE ITEM:

COMPONENTS OF SCOPE ITEM	MATERIAL # of Units OR LABOR # of Hours	MATERIAL Unit Cost OR LABOR Hourly Rate	Total Component Cost
TOTAL SCOPE ITEM COST			

DESIGN & ENGINEERING COSTS BREAKDOWN SHEET

COMPONENTS OF DESIGN & ENGINEERING COSTS	MATERIAL # of Units OR LABOR # of Hours	MATERIAL Unit Cost OR LABOR Hourly Rate	Total Component Cost
		\$	\$
TOTAL ESTIMATED D&E COSTS			\$
**This amount may not exceed 10% of the requested grant amount.			

YOU MUST SUBMIT THIS SHEET IF D&E COSTS ARE BEING REQUESTED. ENTER THIS AMOUNT ON THE ESTIMATED PROJECT COST SHEET (page 32).

ESTIMATED PROJECT COST SHEET

Project Title: _____

ACQUISITION PROJECT COSTS				
PARCEL NUMBER	CASH / IN-KIND MATCH	VALUE OF DONATION	REQUESTED GRANT AMOUNT	TOTAL PARCEL COST
TOTAL MATCH & DONATIONS				
TOTAL REQUESTED GRANT FUNDS				
TOTAL COSTS OF ALL ACQUISITIONS				

DEVELOPMENT / EQUIPMENT PROJECT COSTS				
SCOPE ITEM	CASH / IN-KIND MATCH	VALUE OF DONATION	REQUESTED GRANT AMOUNT	TOTAL ITEM COST
DESIGN & ENGINEERING COSTS				
TOTAL MATCH & DONATIONS				
TOTAL REQUESTED GRANT FUNDS				
TOTAL DEVELOPMENT / EQUIPMENT COSTS				

Total Cost of All Acquisitions	\$	
Total Development/Equipment Costs	+	
Total Project Cost	=	
Match Amount certified by the Resolution	-	
Grant Request (maximum 75% of Total Project Cost)	=	

Enter the Total Project Cost, Match Amount, and Grant Request on the Certified Grant Application Form (page 43).

INSTRUCTIONS FOR DESIGN & ENGINEERING COSTS WORKSHEET

Design & Engineering Costs (D&E) is an optional scope item. These costs may not be incurred prior to the authorization of the project by the Federal Highway Administration (FHWA) and the execution of the participant agreement. They must be specific to this project and may include site planning, feasibility studies, design, construction drawings and specifications, and similar items. They are limited to 10% of the awarded grant amount. A portion of the D&E costs may be covered by the applicant through donations or in-kind services which can be counted as matching funds. The 10% limitation still applies if donations are used. Or, the entire cost may be requested as grant funds.

The purpose of the Design & Engineering Costs Worksheet (page 34) is to help the applicant determine if the requested amount of D&E costs are equal to or less than 10% of the requested grant amount. The worksheet can only be completed when all other project costs have been estimated. In other words, based on the estimated total project cost without D&E costs included **and** the amount of matching funds available, the applicant will be determining the maximum amount of D&E costs that can be included in the total project cost.

If Design & Engineering costs are not going to be included in the total project cost, it is not necessary to complete this worksheet. Enter zero (0) on the Estimated Project Cost Sheet. If the amount is clearly less than 10% of the requested grant amount, simply complete the Design & Engineering Costs Breakdown Sheet. Otherwise, please continue.

1. Enter the anticipated eligible costs in the top portion of the worksheet. The TOTAL ESTIMATED D&E COSTS is the total of eligible design and engineering costs that will be requested on the Estimated Project Cost Sheet. **DO NOT INCLUDE THIS AMOUNT ON THE ESTIMATED PROJECT COST SHEET AT THIS TIME.**
2. In the bottom section, you will determine what is the maximum amount of D&E costs that can be included in the total project cost based on available matching funds. Using .9 on *line 2* will calculate the greatest amount of D&E that could be claimed if the applicant intends to provide the minimum 10% matching funds. If the amount of the applicant's match will be greater than the 10% minimum, use a decimal representing the smaller proportion of grant funds such as .75 for 75/25 or .6 for 60/40 grant/match relationship. Follow the instructions on the lower part of the worksheet.

Line 5 is the Total Project Cost including the greatest allowable D&E cost.

Line 7 is the greatest allowable D&E cost based on the other project costs and the maximum grant amount.

Line 6 and *line 8* represent the 90/10-grant/match relationship with *line 8* being the applicant's obligation.

If *line 7* is equal to or greater than the Total Estimated D&E Costs in the top portion of the worksheet, and the match requirement is available, use the amounts in the top portion of the worksheet to complete the D&E Cost Breakdown Sheet and enter that amount on the Estimated Project Cost Sheet.

If *line 7* is less than the Total Estimated D&E Costs in the top portion of the worksheet, and the match requirement is available, adjust the amounts in the top portion of the worksheet to equal the amount on *line 7* and use that amount to complete the D&E Costs Breakdown Sheet and enter that amount on the Estimated Project Cost Sheet.

DESIGN & ENGINEERING COSTS WORKSHEET

Components of Design & Engineering Costs	MATERIAL # of Units OR LABOR # of Hours	MATERIAL Unit Cost OR LABOR Hourly Rate	TOTAL Component Cost
TOTAL ESTIMATED D&E COSTS **This amount may not exceed 10% of the requested grant amount.			

USE THIS FORMULA TO DETERMINE THE ALLOWABLE AMOUNT OF DESIGN & ENGINEERING COSTS

Total Cost of Acquisition and Development Scope Items	<i>line 1</i>	\$ _____
Enter the percentage of the total project cost expected to be paid by Grant funds as a decimal (i.e., .9 for 90%, or .75 for 75%)	<i>line 2</i>	\$ _____
Multiply <i>line 2</i> by .1	<i>line 3</i>	\$ _____
Subtract <i>line 3</i> from 1.0 (1.0 minus <i>line 3</i>)	<i>line 4</i>	\$ _____
Divide <i>line 1</i> by <i>line 4</i> (This is the Total Project Cost including D&E costs.)	<i>line 5</i>	\$ _____
Multiply <i>line 5</i> by <i>line 2</i> (This is the amount of the Grant Request.)	<i>line 6</i>	\$ _____
Multiply <i>line 6</i> by 10% (This is the maximum allowable D&E cost.)	<i>line 7</i>	\$ _____
Subtract <i>line 6</i> from <i>line 5</i> (This is the amount of the Applicant Match.)	<i>line 8</i>	\$ _____

THIS PAGE NEED NOT BE INCLUDED WITH THE APPLICATION.

STEP 5:**SCOPE ITEM TIMETABLE**

Complete the **Scope Item Timetable** (page 36) including each scope item. Estimate when work on that scope item will begin and be completed.

STEP 6:**DONATIONS LIST**

Complete the **Donations List** (page 36). Donations to the applicant from any source may include land, services/labor, materials, and/or equipment. The fair market value of such donations may be used as a matching share of the grant. The estimated values of land and other donations may be derived from appraisals, applicant's pay scales, and formalized equipment use rates. Donated labor may be charged at **\$10.00 per hour** or lower, unless it is for a licensed or skilled trade which may be charged at the current market rate. A certified trail crew supervisor may be charged at \$14/hour.

NOTE: Contact ASP staff for information on acceptable methods of assessing values of donations. Costs associated with the initiation of development and/or the value of donations accepted by the applicant prior to approval of an application are not eligible project costs. The donor and value of the donation must be clearly identified on the Donations List. **Letters of commitment specifically identifying the value of the contribution and the method and date of delivery of the contribution must be provided to verify each donation/partnership.** The source of donations must also be identified in the Resolution / Authority to Apply and the amount included as a component of the matching funds on the Estimated Cost Sheet.

These guidelines will ensure consistency and assist grant applicants and participants in identifying and recording appropriate volunteer related expenses.

GUIDELINE FOR MATCH

1. Donated labor and materials must be specific to the approved scope of the grant project to qualify as match and be eligible for reimbursement.
2. Donated labor will be valued at \$10.00 per hour for trail crew workers and \$14.00 per hour for a certified trail crew supervisor. Certification is based on meeting the standards as set forth by the organization providing the volunteer labor.
3. The value of donated labor for a person professionally skilled in the type of work being performed for the project shall be the rate normally charged for this service (i.e., a backhoe operator operating a backhoe or a carpenter building a frame building). A person who builds trails professionally may be credited for his normal hourly rate for donated work. (Licensed Trade Standard)
4. A volunteer may not be credited for more than eight (8) hours work in a day. Daily time records for each volunteer must be maintained.
5. Time and expense incurred by a volunteer in getting to the project site is not an eligible cost or donation. Volunteer time starts at the project site.
6. The expense incurred by a project manager who is transporting volunteers to a project site is an eligible cost. Volunteer time starts at the project site.
7. The value of donated materials must not exceed fair market value established by comparison with prices from a vendor.
8. Food, beverages, and other considerations provided to volunteers are not an eligible cost. The project manager may claim a reasonable cost for providing water and portable restrooms.
9. The value of volunteer labor for a one-time non-routine trail cleanup event and non-trail construction related activities would remain at the minimum wage unless it meets the licensed trade standard.

SCOPE ITEM TIMETABLE

[illegible]

DONATIONS LIST

Donations must be supported by a letter from the donor identifying the amount and terms of the donation.

ITEM / DONOR	NUMBER OF UNITS	UNIT COST	TOTAL VALUE
		\$	\$
TOTAL			\$

I. Four 4" x 6" Color Photographs (LANDSCAPE LAYOUT ONLY)

Photographs of the project area or specific features of a project must be submitted with the application. Provide a description of each photo. Photos used to document the response to rating criteria #3A can be used for this purpose. Do not paste labels on the front of the pictures and do not mount them permanently on the page. Vinyl photo sleeves are preferred. Digital photos must be printed on high quality paper and cut to **4" x 6" size. One set of originals is required.** Black and white photocopies may be submitted with the required THREE (3) additional copies of the application.

Application photos and maps are shared with the Arizona Outdoor Recreation Coordinating Commission when the applications are presented or review. Maps that are too large and photos that are mounted will not be used in the presentation.

J. Maps and Plans including all of the following applicable forms must be submitted for the application to be considered complete:

- Location Map (p. 53)
- Acquisition Parcel Map (*if applicable*) (p. 54)
- Site Plan (p. 55)
- Floor Plans (*if applicable*) (p. 56)
- Signage Design Plan (*if applicable*) (p. 57)

Submitting Maps and Plans

Each application must include a project location/boundary map and a site plan. Floor plans must be submitted if structures are included as part of the project. An acquisition parcel map must be submitted with each application proposing land acquisition. A signage design plan must be submitted if the project includes signage. A trail design plan must be included if the project includes trail construction or reconstruction. Applicants must assure compliance with guidelines as explained by the examples on pages 53-57 of this manual or the application will be considered incomplete. Maps must be of display quality on an 8 1/2" x 11" sheet of paper.

GENERAL COMPLIANCE

Application Deadline

Arizona State Parks Grants Section must receive completed applications no later than **5:00 p.m. on Friday, February 27, 2009**. This is not a postmark deadline; applications must be received by the grant deadline. It is recommended that you submit your application early so staff can notify you if any additional items are needed to make the application complete.

An entity may submit more than one application per year, but only if the applications are for completely different projects. Applicants who were awarded funding previously may submit an application for the current grant cycle. The application for the current grant cycle may or may not have any relationship to the project funded in a

previous year. Every application for the current grant cycle will be evaluated based upon the merit of the proposed project and the criteria set forth in this manual, regardless of whether the proposal would expand a project funded in a previous year.

When accepting a grant award from the Arizona State Parks Board, the recipient must sign a Participant Agreement. This agreement is a contract identifying the terms and conditions of the grant award. A copy of this agreement and the general provisions is provided at the end of this manual. Please have an appropriate legal representative review this agreement to ensure that it will be acceptable. Revisions may be negotiated prior to acceptance.

All recipients and sub-recipients of funds through the RTP must comply with applicable State and Federal laws, regulations, and Executive Orders.

Notice of Eligibility

Within 15 working days of the application deadline, each applicant will receive a letter indicating the status of the application. State Parks will make a determination of eligibility based on whether or not the application has met the basic requirements outlined in this manual. Applications may be deemed eligible, yet have deficiencies that must be corrected by the date indicated in the letter. If the deficiencies are not corrected by the indicated date or if the signed resolution is not received by the due date, the application will be deemed ineligible.

Disagreement Process

Disagreements with any decision or action which are not resolved with staff to the satisfaction of the participant may be addressed in the following manner within thirty (30) working days of receiving notice of staff's decision:

- A. The participant may submit a written request for review to the Assistant Director of the Partnerships Division of Arizona State Parks. The Assistant Director will address the matter and respond in writing within thirty (30) working days of receiving the request from the participant.
- B. If the disagreement is not resolved with the Assistant Director's intervention, the participant may submit a written request for review and consideration to the Executive Director of Arizona State Parks. The Executive Director will respond within thirty (30) working days of receiving the request.

Permitting Requirements

State Parks-funded grant projects may involve work that requires permits and clearances from various state and federal agencies. Arizona State Parks does not determine which—if any—permits or clearances are required for specific projects nor does it review permits or clearances for accuracy or appropriateness. Applicants are encouraged to arrange pre-application meetings with appropriate federal, state, and local government agencies to determine requirements, processes, time schedules and documentation required for proposed permit applications.

If awarded a grant, the applicant is responsible for obtaining all applicable permits and clearances no later than 18 months after the Participant Agreement is signed. Construction funds will not be released until copies of all applicable permits and clearances are received in this office.

Review the items listed below to assist you in determining if your project may require permits and/or clearances.

Will the project:

- Affect any (a) federally listed endangered or threatened species or designated critical habitat or (b) species listed as wildlife of special concern in Arizona?
- Include introduction or exportation of any species not presently or historically occurring in the receiving location?
- Affect any recognized state natural area, prime or unique ecosystem or geologic feature, or other ecologically critical area?
- Involve habitat alteration or land use changes such as planting, burning, removal of native vegetation, clearing, grazing, water manipulation, or modification of public use?
- Involve any new or modified construction or development in floodplains or wetlands?
- Require ground or surface water through contract of acquisition for long-term project viability?
- Include the use of any chemical toxicants?
- Result in any discharge which will conflict with Federal (or State) air or water quality regulations?
- Require substantial consumption of energy to complete or maintain the project (heavy equipment, large vessels, etc.) or result in increased energy consumption by the public (new public use areas, etc.)?
- Affect any archaeological, historical or cultural site or alter the aesthetics of the subject area?
- Impact on designated wild or scenic river, wilderness area, national trail, or other protective national or state designation (i.e., Unique Waters, Area of Critical Environmental Concern, National Conservation Area, etc.)?
- Have any substantive environmental impacts not addressed above, or result in cumulative impacts which separately do not require assessment, but together must be considered substantial?

References

1. Section 7, Endangered Species Act of 1973, as amended
2. Arizona Game and Fish Department Wildlife of Special Concern List
3. Executive Order 11987, Exotic Organisms; and 50 CFR 92
4. Executive Order 11988, Flood Plain Management
5. Executive Order 11990, Protection of Wetlands

6. Administration of Clean Air Act of 1970 (P.L. 91-604) and Federal Water Pollution Control Act (P.L. 92-500), Executive Order 11738; and Clean Water Act Amendments of 1977 (P.L. 95-217)
7. Executive Order 11593, Protection and Enhancement of the Cultural Environment (P.L. 93-291), Archaeological and Historic Preservation Act, 5-244-74; and CEQ Guidelines, Federal Register 43(230), 11-29-78, § 1508.8
8. Wild and Scenic Rivers Act (P.L. 90-542)
9. Wilderness Act (P.L. 88-577)
10. National Trails Act (P.L. 90-543)
11. National Environmental Policy Act (NEPA), 1969; CEQ guidelines, Federal Register 43(230), 11-29-78, §§ 1507.3 and 1508.4; Federal Register 44(112), 6-8-79, pp. 33160-33162
12. Arizona Native Plants, A.R.S. § 3-901 to § 3-934

Appraisals -- Appraisals for proposed land acquisitions must be prepared according to the requirements of the Uniform Standards of Professional Appraisal Practice by a State Certified Appraiser not more than one year before the date of purchase. If the appraisal was prepared more than one year before the date of purchase, an updated appraisal will be required. The appraisal must be in the "Complete and Self-contained" format. Contact Arizona State Parks for additional information on acquisition project requirements.

Physically Challenged -- Facilities must be designed to reasonably meet the needs of persons with disabilities. In so doing, the participant must comply with all applicable provisions of the Americans with Disabilities Act, (Public Law 101-336, 42 U.S.C. 12101-12213) and the Arizonans with Disabilities Act of 1990 (A.R.S. § 41-1492, et seq.).

Inspections -- All RTP project sites are subject to periodic inspection by State Parks staff.

Operation/Maintenance -- The grantee is responsible for continued operation and maintenance of funded facilities for the term of public use as described in this manual. Grant funds are not available for operation and maintenance costs.

Title Transfer and Site Development -- Title transfer of lands proposed for acquisition, whether by donation, or negotiation, and the development of proposed facilities on the acquired land, or other land proposed for development may not commence until there is an executed Participant Agreement between the participant and the Board. Such work or acquisition accomplished prior to execution of the Participant Agreement shall be the full responsibility of the applicant. A waiver may be requested in advance if the desired parcel must be acquired to avoid possible loss or price increase.

Completion Requirements -- An awarded grant must be completed within a specified length of time from the date Arizona State Parks signs the participant agreement. The specific times are:

Land acquisition -- completed within two (2) years

Facility development -- completed within three (3) years

Costs associated with work undertaken prior to the execution of an agreement are not eligible project costs.

Commencement of Work for Awarded Grants -- Actual development work must begin within eighteen (18) months of the signed agreement and acquisitions must begin within six (6) months of the signed agreement. Work is defined as an executed consultant agreement for studies, reports, assessments, or architectural/engineering projects; an executed construction contract or initiated on-site force account labor for development projects; an offer to purchase real property for acquisition projects; agency project set-up for in-house design; or, other documented evidence that a project has been initiated. Failure to meet this requirement may result in cancellation of the agreement. Funds allocated to cancelled projects will be returned to the state's RTP fund.

Control and Tenure Requirement -- RTP projects must comply with the Control and Tenure policy explained on pages 10-11. Failure to comply with this policy or to submit required documentation will result in the application being deemed ineligible and returned to the applicant.

Term of Public Use -- Projects funded through the RTP must be available for public use for the term specified in the General Provisions found on page 60-65. The term of public use is as follows:

Facilities (real property): 25 years
Acquired Land: 99 years

The General Provisions are included as part of the Participant Agreement that all RTP grant recipients are required to sign.

REQUIRED FORMS CHECKLIST

To be eligible for funding consideration, each application must include all numbered items below and any supporting documents that are pertinent to the project. A detailed explanation of eligibility is provided for each item.

All documents requiring the applicant's signature must be signed by the agent authorized in the resolution to execute and submit documents on behalf of the applying entity. The authorized agent must submit a written list of any other persons who will be signing and submitting documents during the period of the project.

**DO NOT STAPLE OR BIND THE APPLICATION OR COPIES!!
CLIPPING IS SUFFICIENT.**

- ☐ **A. State Trail System** (document verifying inclusion in system)
- ☐ **B. FY 2009 Trails Heritage Fund Certified Grant Application Form**
With Additional Documents for Third Party Applicants.
- ☐ **C. Applicant Resolution/Authority to Apply**
- ☐ **D. Control & Tenure Documents**
- ☐ **E. Americans with Disabilities Act (ADA) certification**
- ☐ **F. SHPO REVIEW FORM / SHPO Historic Property Inventory Form**

A "complete" application must include **ONE (1) ORIGINAL** of each item listed in **A through F** and **FOUR (4) SETS** of items **G through J** and supporting documentation. ASP must receive complete applications by 5:00 p.m. on February 27, 2009 to be eligible for grant funding consideration.

- ☐ **G. Responses to Criteria**
- ☐ **H. Estimated Project Cost Sheet / Scope Item Breakdown Sheets**
- ☐ **I. Four 4" x 6" Color Photographs (LANDSCAPE LAYOUT ONLY)**
- ☐ **J. Maps & Plans**

FY 2009 TRAILS HERITAGE FUND CERTIFIED GRANT APPLICATION FORM

Participant Information

1. Applicant Name	4. Third Party
2. Applicant Address	5. Third Party Address
3. Applicant Contact: Name Title Telephone Fax E-mail	6. Third Party Contact: Name Title Telephone Fax E-mail

Project Information

7. Project Title	8. Congressional District #	9. AZ Legislative District #	10. County
-------------------------	------------------------------------	-------------------------------------	-------------------

11. Brief Description of Project

12. Project Funding Amount		
RTP Grant Request (____%)	Applicant Match* (____%)	Total Project Cost (100%)
\$	\$	\$

* Applicant match must equal at least 25% of the total project costs.

13. Certification (This form must be signed for the application to be considered complete.)
I hereby certify that the information in this application is true and correct to the best of my knowledge.

Authorized Agent _____ **Date** _____

Typed Name and Title: _____

SAMPLE LETTER
RE: CONTROL AND TENURE / AUTHORITY TO APPLY
(for Federal and Tribal Applicants
and the State Land Department ONLY)

Arizona State Parks
Recreational Trails Grants Coordinator
1300 W. Washington
Phoenix, AZ 85007

Dear Sir:

The intent of this letter is to provide evidence of control and tenure of the project site and authority to apply as required by the application for (project name).

Evidence of Control and Tenure: All improvements proposed in this grant application are compatible with the approved land use plan of the (forest, field office, tribe, ASLD) and will be constructed on land that is within the boundaries of and under the management of the (forest, field office, tribe, ASLD). These lands are not classified or have been identified as base-for-exchange and will be available for public use for the term of this agreement.

Authority to Apply: The (forest, field office, tribe, ASLD):

- Approves the filing of an application for FY 2009 Trails Heritage Fund assistance;
- Certifies that the application is consistent and compatible with all adopted plans and programs of the (forest, field office, tribe, ASLD) for motorized trails facility developments;
- Agrees to comply with all appropriate procedures, guidelines, and requirements established by the Arizona State Parks Board (Board) as a part of the application process;
- Certifies that (forest, field office, tribe) will comply with all appropriate state and federal regulation, policies, guidelines and requirements as they relate to the application;
- Certifies that (forest, field office, tribe, ASLD) has matching funds in the amount of \$_____ from: (list sources) _____ and;
- Appoints the (generic title or specific individual) _____ as agent of the (official name of forest, field office, tribe, ASLD) to conduct all negotiations, execute and submit all documents including, but not limited to, applications, agreements, amendments, billing statements, and so on which may be necessary for the completion of the aforementioned project.

Signature of appropriate authority

*This is a sample and may be edited as needed by the applying entity.
If altered, it is essential that all conditions in the sample are addressed.*

SAMPLE RESOLUTION
(for Non-Federal Applicants ONLY)

Resolution No.
RESOLUTION OF THE

(Applicant Name)

APPROVING THE APPLICATION FOR TRAILS HERITAGE FUND ASSISTANCE

(Name of Project)

WHEREAS, the Legislature under A.R.S. §41-503 has authorized the establishment of the Trails Heritage Fund program, providing funds to the State of Arizona, its political subdivisions and Indian Tribes for acquiring lands and developing non-motorized trails and facilities for public use; and

WHEREAS, Arizona State Parks Board (BOARD) is responsible for the administration of the program within the State, setting up necessary rules and procedures governing application by local agencies under the program; and

WHEREAS, said adopted procedures established by the BOARD require the applicant to certify by resolution the approval of applications, signature authorization, the availability of local matching funds (if applicable), and authorization to sign a Participant Agreement with the BOARD prior to submission of said applications to the BOARD; and

NOW, THEREFORE, BE IT RESOLVED THAT (Applicant's Governing Body) hereby:

1. Approves the filing of an application for FY 2008 Trails Heritage Fund assistance, and
2. Certifies that the application is consistent and compatible with all adopted plans and programs of (Applicant's Governing Body) for motorized trails facility development; and
3. Agrees to comply with all appropriate procedures, guidelines, and requirements established by the BOARD as a part of the application process; and
4. Certifies that (Applicant) will comply with all appropriate state and federal regulations, policies, guidelines, and requirements as they relate to the application; and
5. If applicable, certifies that (Applicant) has matching funds in the amount of \$ from the following sources ; and

6. Appoints the _____ (Title - can be more than one person) _____ as agent of _____ (Applicant's Governing Body) _____ to conduct all negotiations, execute and submit all documents including, but not limited to, applications, agreements, amendments, billing statements, and so on which may be necessary for the completion of the aforementioned project.

I, the undersigned, _____, being the duly appointed and qualified (Office Held) _____ of _____ (Applicant) _____, certify that the foregoing Resolution No. _____ is a true, correct and accurate copy of Resolution No. _____ Passed and adopted at a regular meeting of (Applicant) _____, held on (month) _____, (day) _____, (year) _____ at which a quorum was present and voted in favor of said _____ (month) _____ (day) _____, (year) _____ Resolution.

Signed by:

Date

Approved As To Form:

Attorney:

Date

SAMPLE LETTER OF INTENT TO RENEW LEASE

date

Robert Baldwin
Recreational Trails Grants Coordinator
Arizona State Parks
1300 W. Washington
Phoenix, AZ 85007

RE: LETTER OF INTENT TO RENEW LEASE

Dear Mr. Baldwin:

On _____ (date) _____, _____ (year) _____, _____ (Participant) _____ entered into a _____ (term of lease) _____ year lease with _____ (managing land agency) _____ for public use at _____ (location of facility) _____. The expiration date of this lease is _____ (date) _____, _____ (year) _____.

This lease includes an option to renew for an additional _____ years, which option the (Participant) _____ intends to exercise upon the conclusion of the first term.

Sincerely,

Applicant Name
Applicant Title

Arizona State Parks Board
ASSURANCE OF COMPLIANCE
Title II, Americans with Disabilities Act of 1990
P.L. 101-336, 42 U.S.C. Chapter 126

(Name of Applicant-Recipient)

THE UNDERSIGNED ACKNOWLEDGES AWARENESS OF AND THE
RESPONSIBILITY TO COMPLY WITH THE FOLLOWING:

Title II, of the Americans with Disabilities Act, ("ADA") and federal department
regulations on its implementation.

It is understood that recipients of Trails Heritage Fund monies are required to comply
with Title II of the ADA and those regulations of federal departments and agencies on
its implementation. The ADA and federal department regulations mandate that: No
qualified individual with a disability shall, on the basis of disability, be excluded from
participation in or be denied the benefits of the services, programs or activities of a
public entity, or be subjected to discrimination by any public entity. See 28 CFR Part 35.

This assurance is effective as of the date of state approval of funds and throughout the
period during which real or personal property is used.

Signature of Authorized Agent

Date

Applicant-Recipient

Applicant-Recipient's Mailing Address

STATE HISTORIC PRESERVATION OFFICE REVIEW FORM

The State Historic Preservation Office (SHPO) must review each grant application recommended for funding in order to determine the effect, if any, a proposed project may have on archaeological or cultural resources. To assist the SHPO in this review, the applicant is required to submit the following information with each application for funding assistance:

1. A completed copy of this form, and
2. Any 7.5' USGS maps relative to this project are REQUIRED, and
3. A copy of the cultural resources survey report if a survey of the property has been conducted, and
4. A copy of any comments of the land managing agency/landowner (i.e., state, federal, county, municipal) on potential impacts of the project on historic properties. NOTE: If a federal agency is involved, the agency must consult with SHPO pursuant to the National Historic Preservation Act (NHPA); a state agency must consult with SHPO pursuant to the State Historic Preservation Act (SHPA), **OR**
5. A copy of SHPO comments if the survey report has already been reviewed by SHPO.

Grant Program: _____ Project Title: _____

Applicant Name and Address: _____

Current Land Owner/Manager(s): _____

Project Location -- including Township, Range and Section: _____

Please answer the following:

1. Total project area in acres (or total miles if trail): _____
2. Does the proposed project have the potential to disturb the surface and/or subsurface of the ground? _____ YES _____ NO
3. Please provide a brief description of the proposed project and specifically identify any surface or subsurface impacts that are expected. Attach extra sheets if more space is needed.

4. Describe the condition of the current ground surface within the entire project boundary area (for example, is the ground in a natural undisturbed condition, or has it been bladed, paved, graded, etc.). Estimate horizontal and vertical extent of existing disturbance. Attach extra sheets if more space is needed. Attach photos of project area to document condition.

5. Are there any known prehistoric and/or historic archaeological sites in or near the project area? _____YES _____NO

6. Has the project area been previously surveyed for cultural resources by a qualified archaeologist? _____YES _____NO _____UNKNOWN

If yes, please submit a copy of the survey report. Please attach any comments on the survey report made by the land managing agency and/or SHPO.

7. Are there any buildings or structures (including mines, bridges, dams, canals, etc.) which are 50 years or older in or adjacent to the project area? _____YES _____NO

If YES, complete an Arizona Historic Property Inventory Form for each building or structure, attach it to this form, and submit it with your application.

8. Is your project area within or near a historic district? _____YES _____NO

If YES, name of district _____

Please sign on the line below certifying all information provided for this application is accurate, to the best of your knowledge.

_____/_____
Applicant Signature /Date Applicant Printed Name

Phone Number _____

FOR SHPO USE ONLY	
SHPO Recommendation: ____ Funding this project should not affect historic properties ____ Survey necessary – further SHPO consultation required ____ Cultural resources present – further SHPO consultation required	
SHPO Comments: 	
For State Historic Preservation Office	Date

STATE OF ARIZONA**HISTORIC PROPERTY INVENTORY FORM**

Please type or print clearly. Fill out each applicable space accurately and with as much information as is known about the property.

PROPERTY IDENTIFICATION

For Properties identified through survey: Site No. _____ Survey Area _____

Historic Name(s) _____

(Enter the name(s), if any, that best reflects the property's historic importance.)

Address _____

City or Town _____ [] vicinity County _____ Tax Parcel No. _____ - _____ - _____

Township _____ Range _____ Section _____ Quarters _____ Acreage _____

Block _____ Lot(s) _____ Plat (Addition) _____ Year of plat (addition) _____

UTM reference: Zone _____ Easting _____ Northing _____

USGS 7.5' quadrangle map: _____

ARCHITECT _____ [] not determined. [] known Source _____

BUILDER _____ [] not determined [] known Source _____

CONSTRUCTION DATE _____ [] known [] estimated Source _____

STRUCTURAL CONDITION

[] Good (*well maintained; no serious problems apparent*)

[] Fair (*some problems apparent*) Describe: _____

[] Poor (*major problems; imminent threat*) Describe: _____

[] Ruin/Uninhabitable

USES/FUNCTIONS

Describe how the property
has been used over time
beginning with the
original use.

Sources _____

PHOTO INFORMATION

Date of photo _____

View Direction (*looking towards*) _____

Negative No. _____

Attach a recent photograph of property in this space.
Additional photos may be appended.

SIGNIFICANCE

To be eligible for the National Register, a property must represent an important part of the history or architecture of an area. The significance of a property is evaluated within its historic context, which are those patterns, themes, or trends in history by which a property occurred or gained importance. Describe the historic and architectural contexts of the property that may make it worthy of preservation.

A. HISTORIC EVENTS/TRENDS. Describe any historic events/trends associated with the property _____

B. PERSONS. List and describe persons with an important association with the building _____

C. ARCHITECTURE. Style _____ []

no style

Stories _____ . Basement _____ Roof form _____

Describe other character-defining features of its massing, size, and scale _____

INTEGRITY

To be eligible for the National Register, a property must have integrity, i.e., it must be able to visually convey its importance. The outline below lists some important aspects of integrity. Fill in the blanks with as detailed a description of the property as possible.

[] LOCATION [] Original site [] Moved: date _____ original site _____

DESIGN. Describe alterations from the original design, including dates _____

MATERIALS. Describe the materials used in the following elements of the property.

Walls (structure) _____ Walls (sheathing) _____

Windows _____

Roof _____ Foundation _____

SETTING. Describe the natural and/or built environment around the property _____

How has the environment changed since the property was constructed? _____

WORKMANSHIP. Describe the distinctive elements, if any, of craftsmanship or method of construction _____

NATIONAL REGISTER STATUS (if listed, check the appropriate box)

[] Individually Listed [] Contributor [] Non-contributor to _____ Historic District

Date Listed _____ [] Determined eligible by Keeper of National Register (date _____)

RECOMMENDATIONS ON NATIONAL REGISTER ELIGIBILITY (opinion of SHPO staff or survey consultant)

Property [] is [] is not eligible individually.

Property [] is [] is not eligible as a contributor to a listed or potential historic district.

[] More information needed to evaluate.

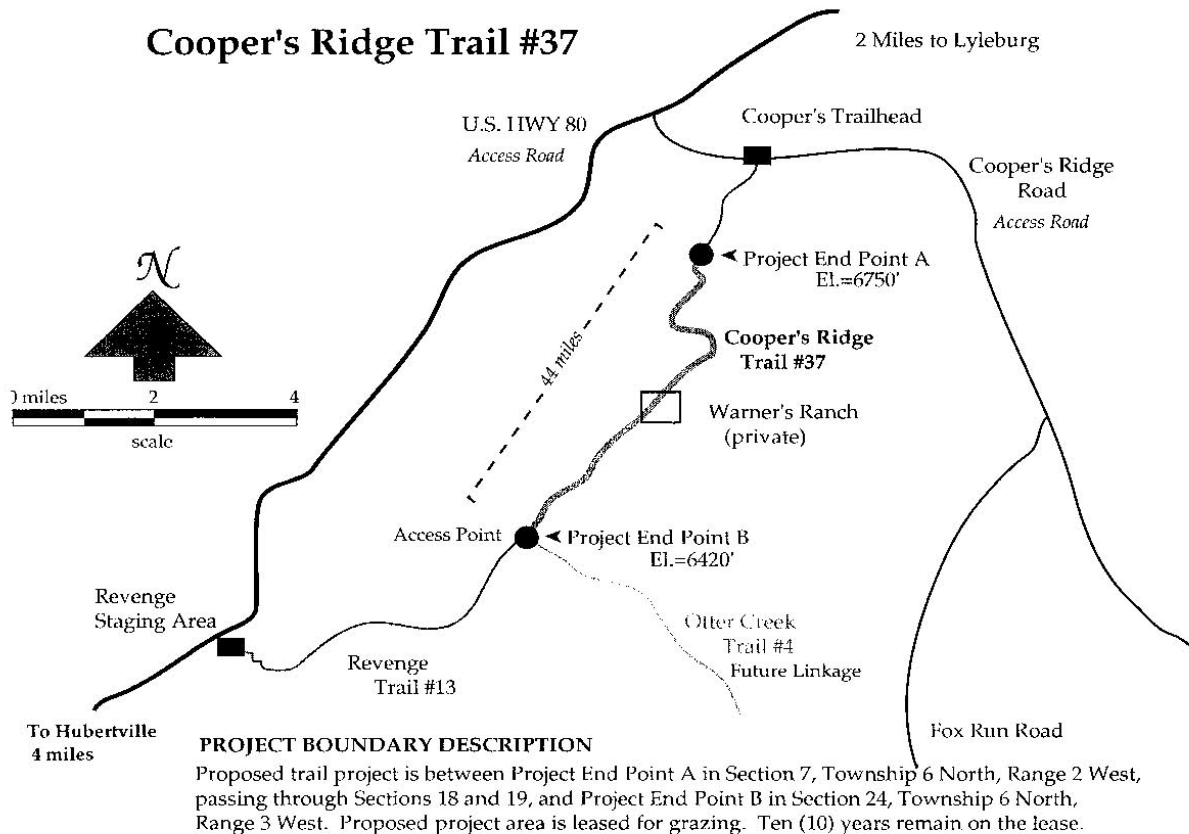
If not considered eligible, state reason: _____

TRAIL LOCATION / PROJECT BOUNDARY MAP

A map shall be submitted with each application that specifically delineates the proposed project location.

The map shall identify the following items:

- North arrow, scale, project title, and date prepared.
- Project boundaries and list at the bottom of the sheet the Section, Township and Range where the proposed trail project is located.
- Elevation at project endpoints or project site.
- Nearest town or city and distance from project.
- List at the bottom of the sheet any areas under lease and term remaining on lease(s). Note area(s) on map.
- Note at bottom of sheet, any known outstanding rights and interests in the project area held by others (easements, water rights, subsurface mineral rights, etc.).
- Length of trail segment under this project proposal (Project End Point A to Project End Point B).
- Identify other trail or road access to the project trail.
- List any future trail linkages planned.
- Map must be printed on 8 1/2 x 11 page. Additional pages may be added if necessary.



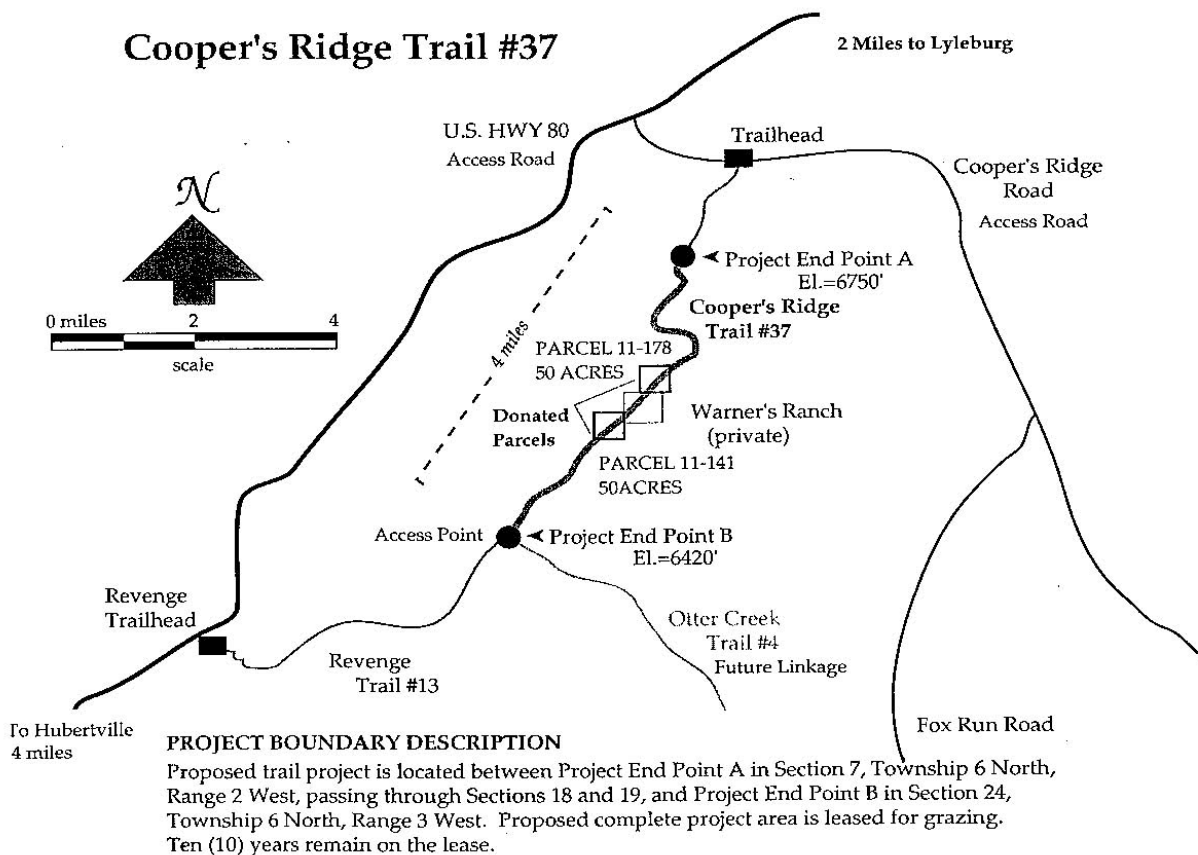
ACQUISITION PARCEL MAP

(This map is required only if acquisition or donation of property is included in the scope of the project.)

A map shall be submitted with each application identifying all property to be acquired or donated under the proposed project.

The map shall identify the following items:

- North arrow, scale, project title, and date prepared.
- Property lines.
- Project boundaries and Section, Township and Range for where the proposed trail project is located.
- Parcel numbers and parcel sizes.
- Existing development (include overhead utilities and/or easements).
- Surrounding land uses.
- Map must be printed on 8 1/2 x 11 page. Additional pages may be added if necessary.

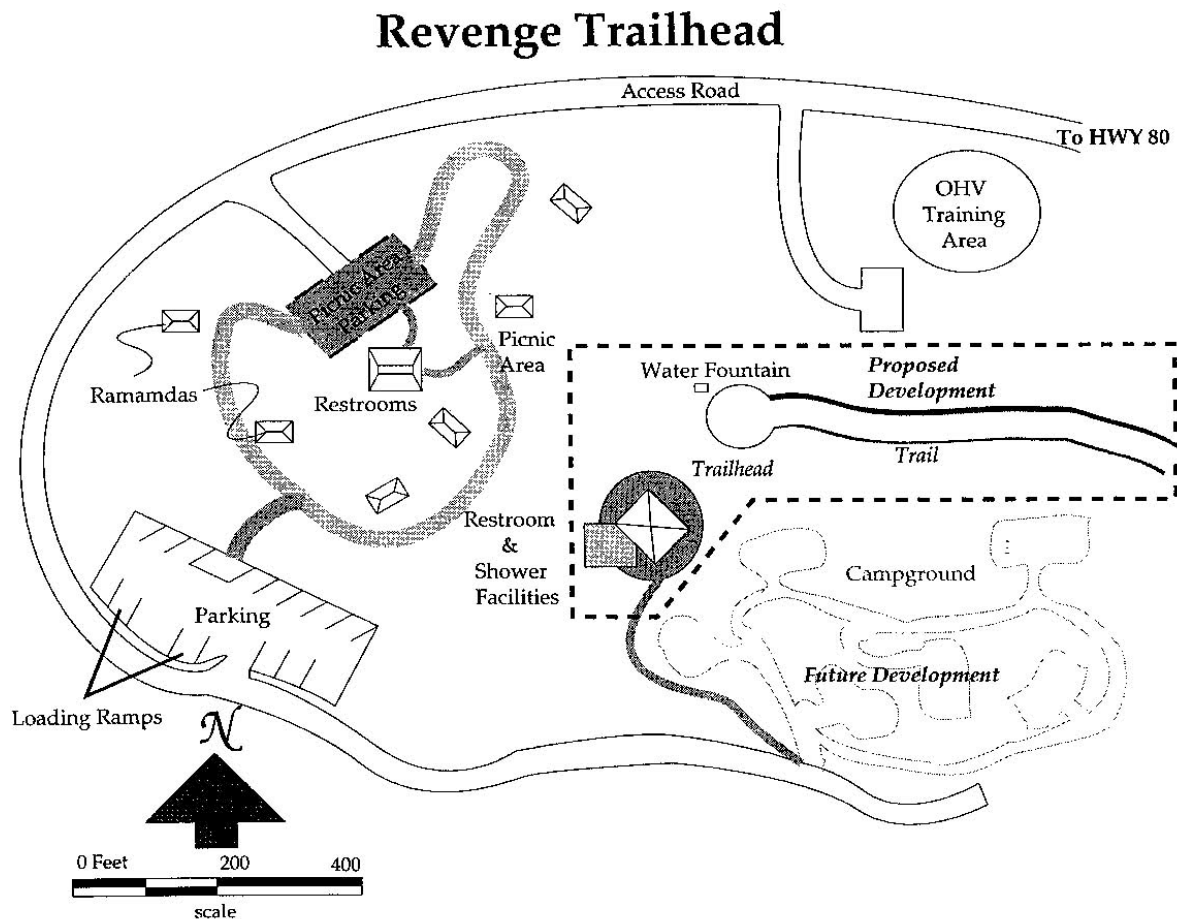


SITE PLAN

Trailheads or Site-Specific Trail Projects

A Site Plan shall be submitted with each application and shall identify the following items:

- North arrow, scale, project title, and date prepared.
- Existing site development.
- Proposed project development.
- Show planned future development when this application is for acquisition only.
- Surrounding land uses.
- Any ADA Standard facilities and/or access points.
- Identify other trail or road access to the project trail.
- Map must be printed on 8 1/2 x 11 page. Additional pages may be added if necessary.



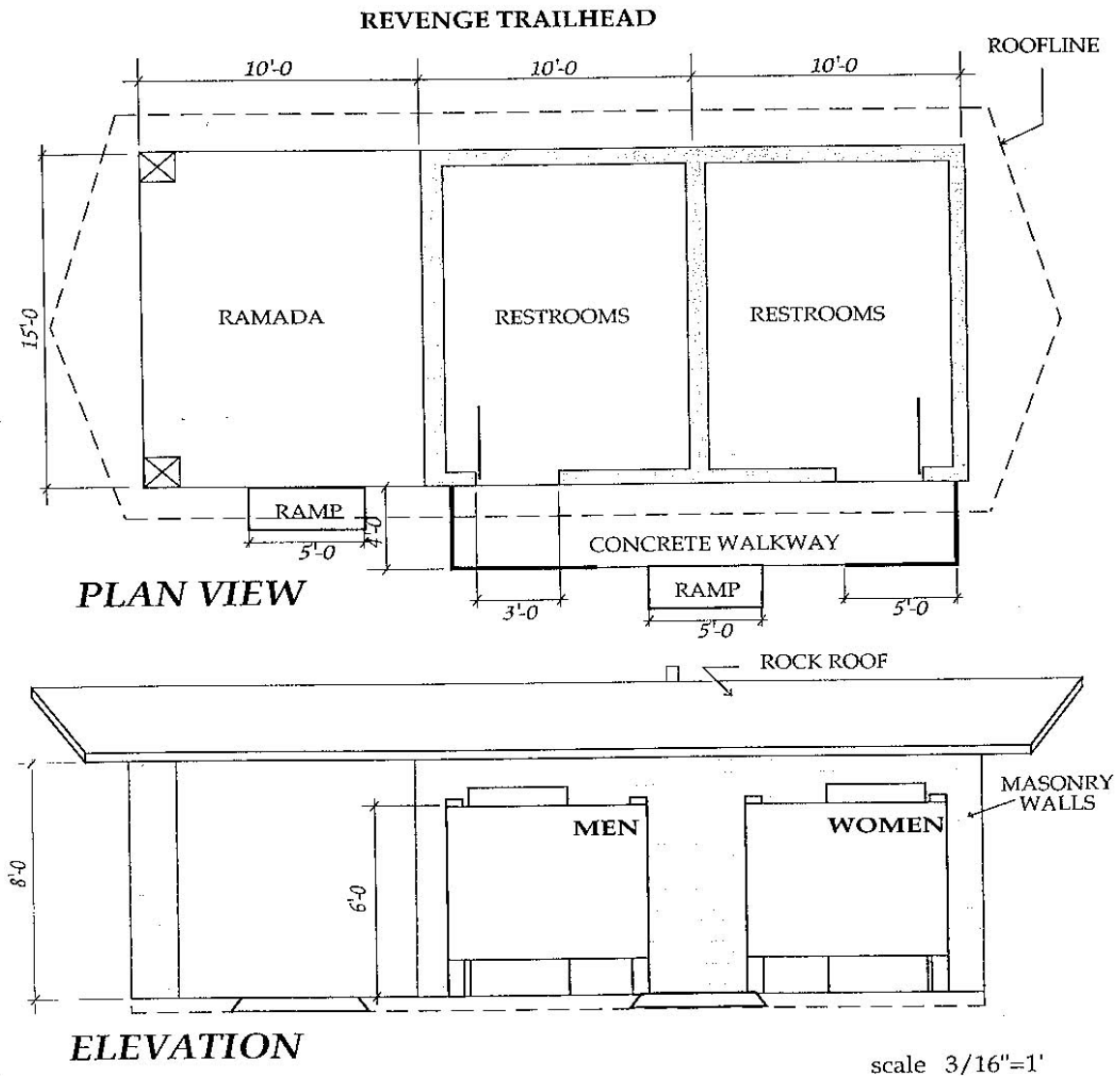
FLOOR PLANS

Preliminary Floor and Elevation Plans

Preliminary construction drawings of floor plans for all proposed structures shall be submitted with each application.

An elevation must be shown to indicate the architectural treatment.

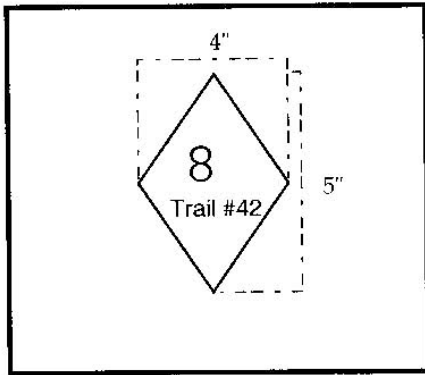
Remember that structures must be designed and built as per the Architectural Barriers Act of 1968 and A.R.S. § 34-401 and Title II, Americans with Disabilities Act of 1990.



SIGNAGE DESIGN PLAN

Provide a sketch or drawing of each type of sign or trail marker that is a part of the project. Include the type of sign, sign location, width and height of the sign, sign material, and a sample of what will be printed on the sign or trail marker.

SAMPLE



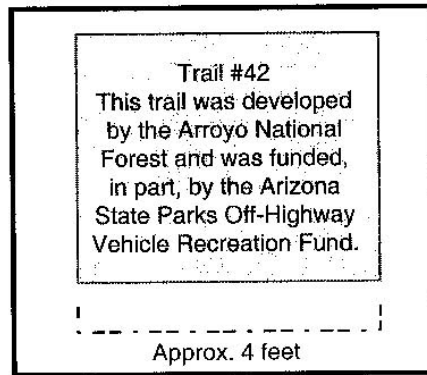
Type of Sign: Trail Marker

Sign Location(s): These signs will be tacked to trees along the length of the trail.

Dimensions: 4" x 5"

Composition: Carsonite™

of Similar Signs: 15



Type of Sign: Trailhead sign

Sign Location(s): Trailhead sign will be located where the trail connects to the trailhead.

Dimensions: 4' x 3'

Composition: The wording will be engraved into a redwood sign. The wood will be polished, sanded and weather-proofed.

of Similar Signs: 2

Arizona State Parks (SAMPLE ONLY)

1300 W. Washington, Phoenix Arizona 85007

GRANT PARTICIPANT AGREEMENT

This is a sample of the agreement State Parks will ask successful applicants to execute to receive the grant and start work. Do not submit with the application.

This Agreement is entered into by and between the Arizona State Parks Board (BOARD) and _____ (PARTICIPANT) and becomes effective on the date of signature by the authorized representative of Arizona State Parks.

PROJECT TITLE:			PROJECT NUMBER:		
THIRD PARTY PARTICIPANT'S NAME:			FY OF REVENUE:		
PROJECT PERIOD: From date of last authorized signature: develop = 3 yrs, equip/acquisition = 2 yrs.					
GRANT PROGRAM: Trails Heritage Fund	GRANT AMOUNT:	%	PARTICIPANT MATCH:	%	TOTAL PROJECT COST:
APPROVED SCOPE OF WORK AND SPECIAL CONDITIONS:			Attachment A		
PRESERVATION SPECIAL CONDITIONS: Preservation Agreement Preservation Covenant Special Conditions/3 rd Party			Attachment B [] (does not apply to RTP, LWCF, [] LRSP, TRAILS, OHV, LEBSF [] and GSLA.)		
AUTHORITIES TO ENTER INTO THIS AGREEMENT: (statute, resolution, minutes, etc.) STATUTE: A.R.S. §41-503 RESOLUTION:					
AWARDING OFFICIAL ON BEHALF OF THE ARIZONA STATE PARKS BOARD: <div style="text-align: center;">_____ Signature Kenneth E. Travous Executive Director</div> <div style="text-align: center;">_____ Date</div>					
ACCEPTANCE OF ALL TERMS OF THIS AGREEMENT AND ITS ATTACHMENTS IS ACKNOWLEDGED BY THE PARTICIPANT'S SIGNATURE BELOW.			PARTICIPANT ATTORNEY APPROVAL AS TO FORM AND AS BEING WITHIN THE AUTHORITY OF THE PARTICIPANT.		
_____ Participant's Signature			_____ Attorney's Signature		
_____ Name (Typed)			_____ Name (Typed)		
_____ Title Date			_____ Title Date		

General Provisions are attached and are part of this Participant Agreement.

Arizona State Parks (SAMPLE) GRANT PARTICIPANT AGREEMENT

This is a sample of the attachment to the agreement State Parks will ask successful applicants to execute to receive the grant and start work. Do not submit with the application.

Attachment A Approved Project Scope and Special Conditions

PARTICIPANT:

PROJECT TITLE:

PROJECT NUMBER:

APPROVED PROJECT SCOPE:

SPECIAL CONDITIONS:

The administration of this grant participant agreement is additionally subject to the contents of the "Administrative guidelines for Awarded Grants" published by Arizona State Parks.

Approved Project work shall start no later than the specified project start-up date. Land acquisition, equipment purchase, and studies/reports/assessments must begin within 6 months of the fully executed participant agreement. See sections 2.5 and 5.2 of the "Administrative guidelines for Awarded Grants" for more details.

OTHER CONDITIONS:

**PARTICIPANT AGREEMENT GENERAL PROVISIONS (SAMPLE)
FOR TRAILS (NONFEDERAL) HERITAGE FUND PROJECTS**

PART I - DEFINITIONS

For purposes of this agreement,

- A. **Advisory Committee** means the Arizona State Committee on Trails.
- B. **AORCC** means the Arizona Outdoor Recreation Coordinating Commission.
- C. **BOARD** means the Arizona State Parks BOARD, which is the governing body of Arizona State Parks.
- D. **Conversion** means the replacement of grant-funded facilities with new facilities that are of reasonable equivalent usefulness and location as the original.
- E. **Eligible Costs** mean direct costs chargeable to the project grant program such as 1) compensation of hired employees for the time and efforts devoted specifically to the execution of the grant; 2) cost of materials acquired, consumed, or expended specifically for the purposes of the grant; 3) equipment and other capital expenditures; 4) other items of expense incurred specifically to carry out the participant agreement; 5) direct services furnished specifically for the grant program by other agencies.
- F. **Facilities** mean capital improvements.
- G. **Fund** means the Arizona State Parks BOARD Heritage Fund.
- H. **Guidelines** mean program directives adopted by the BOARD.
- I. **Ineligible Costs** are those costs incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to the cost objectives of the grant.
- J. **Match** means a specified percentage of the total eligible and direct project cost which may consist of either cash, in-kind contributions, or donations including volunteer time.
- K. **Obsolescence** means that an area or facility may be determined obsolete during the Term of Public Use if (1) reasonable maintenance and repairs are not sufficient to keep the facility or equipment operating; (2) changing needs dictate a change in the type of facilities or equipment provided; (3) operating practices dictate a change in the type of facilities or equipment required; or, (4) the facility or equipment is destroyed by fire, natural disaster, or vandalism. Declaring the facility obsolete means that the PARTICIPANT receives a waiver of the repayment or replacement requirements. No later than 90 days after a facility or equipment is taken out of public use, the PARTICIPANT may request a waiver of repayment or replacement requirements in writing.
- L. **PARTICIPANT** means an eligible applicant that has been awarded a grant.
- M. **Project** means an activity, or a series of related activities, which are described in the specific project scope of work and which result in a specific product(s).
- N. **Project Period** means the period of time during which all approved work and related expenditures associated with an approved project are to be completed by the PARTICIPANT.
- O. **Repayment** means returning grant money to the Heritage Fund in the event the PARTICIPANT fails to provide for operation and maintenance of the facilities or equipment during the Term of Public Use. The PARTICIPANT shall reimburse the Heritage Fund as follows: 100% of grant funds, 0-5th year; 80%, 6th-10th year; 60%, 11th-15th year; 40%, 16th-20th year; 20%, 21st-25th year. (Note: As an example, the 6th-10th year shall mean from the first day of the sixth year through the last day of the tenth year, beginning with the certified date of completion.)

In lieu of repayment for a facility which is removed from public use prior to the end of the required Term of Public Use, the PARTICIPANT may apply for conversion or obsolescence.
- P. **Staff** means employees of Arizona State Parks.
- Q. **Sub-contract** means a direct contract between the PARTICIPANT and another contractor party whereby labor is supplied or work is performed in furtherance of the PARTICIPANT'S responsibilities under this agreement.

- R. **Term of Public Use** means the time required for public use. The term of public recreational use of the grant-assisted facilities shall be at least:
1. Equipment (personal property) grant investment of more than \$50,000 per item: 25 years
 2. Facilities (real property): 25 years
 3. Land: 99 years - unless obsolescence applies. The Term of Public Use shall begin on the date of completion identified in the Completion Certification Letter.
- S. **Third Party PARTICIPANT** means an entity sponsored by an eligible project participant. More specifically, it includes governmental, private and non-profit units through the terms of a lease, permit, cooperative agreement, or an intergovernmental agreement (ARS § 11-952).

PART II - PERFORMANCE

A. ADMINISTRATION

1. **Conditions** - This agreement is subject to the availability of grant funds and appropriate approvals, and shall be subject to the Constitution of the State of Arizona, the Arizona Revised Statutes, other acts of the Arizona Legislature, executive orders of the Governor, and policies of the BOARD.
2. **Incorporation of Application** - The PARTICIPANT'S approved application for grant funds is incorporated by reference as part of this agreement; however, the terms of this agreement shall take precedence in the event of conflict or ambiguity.
3. **Use of Grant Funds** - Awarded grant funds shall be used solely for eligible purposes of the funding program as defined by statute and as approved by the BOARD.
4. **Transfer of Grant Funds** - Awarded grant funds shall be transferred to the PARTICIPANT through reimbursement of approved expenditures for matching grants and through advances, on a case by case basis.
5. **Grant Retention** - Ten percent (10%) of the grant amount will be retained from reimbursement until Staff notifies the PARTICIPANT in writing that the project is officially closed and completed.
6. **Grant Accountability** - Grant funds shall be managed separately within the PARTICIPANT'S accounting system which identifies the name and number of the project. The funds shall be expended only as authorized under the terms of this agreement.
7. **Accomplishment of Project** - The project shall be accomplished according to the terms of this agreement and applicable State laws.
8. **Amendments** - This agreement may be amended in writing by the parties of the agreement upon written request of the PARTICIPANT and good cause shown, to adjust the project period, project costs, specific project scope items, or other specified adjustments to the agreement.
9. **Use of Project** - Project accomplishments shall be open or available to the public as specified in the Term of Public Use.
10. **Special Conditions** - Special conditions to this agreement shall be binding upon and inure to the benefit of the successors and assigns of each of the parties to this agreement. Breach of any condition shall be enforceable by specific performance or shall justify the BOARD to seek recovery of all funds granted.
12. **Operation and Maintenance** - The PARTICIPANT shall operate and maintain, or cause to be maintained for public use or enjoyment, grant funded capital improvements for at least the period of time specified in the Term of Public Use. Should the grant funded capital improvements be unavailable for public use or enjoyment during the Term of Public Use, Staff shall pursue appropriate remedies. Remedies may include a declaration of obsolete facilities, a conversion, or repayment of the fund.
13. **Conversion** - No land or facilities acquired or developed with Heritage Fund assistance shall, without the approval of the BOARD, be converted to other than public use during the Term of Public Use. The BOARD shall approve such conversion only if it finds the replacement property to be in accord with the current Heritage Fund statute. Conversions shall require the substitution of other properties of at least equal fair market value and of reasonably equivalent usefulness and location. The replacement property shall then become subject to this agreement. In lieu of

conversion, the PARTICIPANT may repay the Heritage Fund or apply for a declaration of obsolescence.

In the event the BOARD provides grant assistance for the acquisition and/or development of real property subject to reversionary interests, with full knowledge of those reversionary interests and with written notice of those reversionary interests, conversion of said property to other than public uses as a result of such reversionary uses being exercised is approved. The PARTICIPANT shall notify the BOARD of the conversion as soon as possible and shall seek approval of replacement property in accord with the conditions set forth in this agreement. The PARTICIPANT further agrees to accomplish such replacement within a reasonable time, acceptable to the BOARD, after the conversion of the property occurs. This paragraph also applies to (1) leased properties acquired and/or developed with Heritage Fund assistance, where such lease is terminated prior to its full term pursuant to lease provisions known and agreed to by the BOARD, and (2) properties subject to other outstanding rights and interests known to and agreed to by the BOARD.

B. RESPONSIBILITY FOR THIRD PARTY AGREEMENTS

The PARTICIPANT sponsoring a third party to this agreement shall be responsible for compliance with provisions of this agreement in the event of third party default for the remainder of the term, or shall reimburse the Fund, apply for obsolescence, or apply for a conversion.

C. RELATIONSHIP OF PROJECT COSTS TO THE PROJECT PERIOD

Except for pre-agreement costs approved by the BOARD, only those costs associated with approved project work incurred during the project period shall be eligible for reimbursement according to the terms of this agreement. Combined pre-agreement and design & engineering costs shall not exceed 10% of the approved grant award.

D. ACQUISITION

Values of property purchased with grant assistance shall be appraised by a State Certified Appraiser according to the Uniform Standards of Professional Appraisal Practice. This appraisal shall be prepared within one year prior to the acquisition. Grant participation shall be according to the grant award amount, the approved market value, or the purchase price, whichever is less.

E. PROCUREMENT AND DEVELOPMENT

If the PARTICIPANT is a governmental entity, procurement transactions, including those involving professional services, materials, and construction, shall be accomplished according to the PARTICIPANT'S procurement standards. State procurement standards shall apply to all non-governmental entities to the fullest extent possible.

F. SUB-CONTRACTS

1. Sub-contracts awarded to accomplish approved project work shall incorporate, by reference, in each sub-contract the provisions of this agreement. The PARTICIPANT shall bear full responsibility for acceptable performance under each sub-contract.
2. The PARTICIPANT shall pay any claim of a sub-contractor or other employed individual performing work on this project for services pursuant to this agreement when due. If the PARTICIPANT is subject to A.R.S §34-221, payment is due when required pursuant to A.R.S. §34-221.
3. Unless the PARTICIPANT is a State agency, the PARTICIPANT shall indemnify and hold the State of Arizona and the BOARD harmless from any claim for services pursuant to this agreement, or damages relating thereto, of a sub-contractor or other employed individual performing work on this project.
4. Any sub-contract for employment by the PARTICIPANT shall be in writing and shall contain a provision whereby a person so employed or with whom a sub-contract has been entered, acknowledges that the State of Arizona and the BOARD shall not be liable for any costs, claims, damages, reimbursement, or payment of any kind relating to such sub-contract.

G. PROJECT REPORTING, REVIEWS, AND ON-SITE INSPECTIONS

1. The PARTICIPANT agrees to submit a project status report not less than quarterly. The status report will include at a minimum the following: (a) progress in completing the approved scope of work; and (b) any problems encountered and solutions to problems regarding completion of the project. Failure to submit the reports will result in delays in grant reimbursement or advance processing. The PARTICIPANT further agrees to consult with Staff, as needed, to review progress. The Staff reserves the right to review the progress of the project and to conduct on-site inspections, as applicable and as needed, at any reasonable time during the project period or required Term of Public Use to assure compliance with the terms of this agreement.
2. The PARTICIPANT shall certify compliance with the Participant Agreement every five years, until the end of the Term of Public Use, on a form to be provided by the BOARD. In addition, on-site inspections shall be conducted periodically at the discretion of the BOARD. The following points shall be taken into consideration during the inspection of properties that have been acquired or developed with grant assistance: retention and use, appearance, maintenance, management, availability, environment, signing, and interim use.

H. PROJECT INCOME AND EARNED INTEREST

Income and/or interest generated from funds transferred to the PARTICIPANT during the project period shall be used to further the purposes of the approved project. Funds advanced, but not spent to complete the project, shall be returned to the BOARD at the completion of the project. Pursuant to Part II, Paragraph I of this agreement, the PARTICIPANT shall own all rights in the materials produced with project funds.

I. PRODUCT OR PUBLISHABLE MATTER OWNERSHIP

The PARTICIPANT shall have ownership of products or publishable matter produced with grant assistance with the understanding that the BOARD reserves nonexclusive license to use and reproduce, without payment, such materials. This paragraph is not applicable to architectural or engineering plans produced with grant assistance.

J. FUND SOURCE RECOGNITION

The PARTICIPANT agrees to permanently and publicly acknowledge grant program(s) that assisted project accomplishments (including, but not limited to, final documents, audio-visual recordings, photographs, plans, drawings, publications, advertisements and project plaques). At a minimum, this acknowledgment shall include the following: "This project was financed in part by a grant from the (name of grant program: Local, Regional and State Parks Heritage Fund; Trails Heritage Fund), which is funded by the Arizona Lottery and administered by the Arizona State Parks Board."

K. PROJECT COST VERIFICATION

The PARTICIPANT agrees to submit project expenditure documents to Staff for verification or audit purposes upon request.

L. TRANSFER OF CONTRACTUAL RESPONSIBILITY

The PARTICIPANT may transfer contracted responsibilities under the terms of this agreement to another eligible participant provided that approval has been granted by the BOARD prior to the transfer.

PART III - COMPLIANCE

A. ANTI-TRUST

Vendor and purchaser recognize that, in actual economic practice, overcharges from anti-trust violations are borne by purchaser. Therefore, the PARTICIPANT hereby assigns to BOARD any and all claims for such overcharges.

B. ARBITRATION

To the extent required pursuant to A.R.S. § 12-1518 and any successor statute, the parties agree to use arbitration, after exhausting all applicable administrative remedies, to resolve disputes arising out of this Agreement.

C. INDEMNIFICATIONS AND CLAIMS AGAINST THE STATE

PARTICIPANT shall indemnify, defend, save and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and its employees (hereinafter referred to as "Indemnatee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property cost, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of PARTICIPANT or any of its owners, officers, directors, agents, employees, or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Worker's Compensation Law or arising out of the failure of such PARTICIPANT to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the indemnity shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by PARTICIPANT from and against any and all claims. It is agreed that the PARTICIPANT will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of award of the contract, the PARTICIPANT agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the PARTICIPANT for the state of Arizona.

D. NON-DISCRIMINATION -- EMPLOYMENT

The PARTICIPANT agrees to comply with the provisions of Executive Order Number 99-4, issued by the Governor of the State of Arizona relating to nondiscrimination in employment, which by reference is incorporated herein and becomes a part of this Agreement.

E. ARIZONANS WITH DISABILITIES ACT OF 1992 AND AMERICANS WITH DISABILITIES ACT

The PARTICIPANT shall comply with all applicable provisions of the Arizonans with Disabilities Act of 1992, A.R.S. §41-1492, et. seq. and the Americans with Disabilities Act, (Public Law 101-336, 42 U.S.C. 12101-12213 and 47 U.S.C. §225 and 611), and applicable state rules and federal regulations under the Acts (28 CFR Parts 35 and 36).

F. RECORDS RETENTION AND AUDITS

1. Complete financial records and all other documents pertinent to this Agreement shall be retained by the PARTICIPANT and made available to the Staff, if requested, for review and/or audit purposes for a period of five (5) years after project closure.
2. The PARTICIPANT may substitute microfilm copies in place of original records, but only after project costs have been verified.

G. STATE CONTRACT CANCELLATION

1. The State or its political subdivisions or any department or agency of either may cancel this contract, without penalty or further obligation pursuant to A.R.S. §38-511.
2. Every payment obligation of the BOARD under this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated or appropriated for the continuance of this Agreement, this Agreement may be terminated by the BOARD at the end of the period for which the funds are available. No liability shall accrue to the BOARD or the State of Arizona in the event this provision is exercised, and the BOARD shall not be obligated or liable for any future payments or for any damages resulting as a result of termination under this paragraph.

H. REMEDIES

1. The BOARD may temporarily suspend this Agreement by providing notice to the PARTICIPANT in writing. The BOARD may terminate or reinstate a suspended Agreement, and PARTICIPANT may not recover any losses, costs, or damages of any sort from the BOARD related to the suspension, reinstatement, or termination.
2. The PARTICIPANT may unilaterally terminate the Participant Agreement at any time before the first payment on the Project. After the initial payment, the Participant Agreement may be terminated, modified, or amended by the PARTICIPANT only by written mutual agreement of the parties.

3. The BOARD may terminate the Participant Agreement in whole, or in part, at any time before the date of completion, whenever it is determined that the PARTICIPANT has failed to comply with the terms or conditions of the grant. The BOARD will promptly notify the PARTICIPANT in writing of the determination and the reasons for the termination, including the effective date. All payments made to the PARTICIPANT shall be recoverable by the BOARD under a Participant Agreement terminated for cause.
4. The BOARD or PARTICIPANT may terminate the Participant Agreement in whole, or in part, at any time before the date of completion, when both parties agree that the continuation of the Project would not produce beneficial results commensurate with the further expenditure of funds. The two parties shall agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated. The PARTICIPANT shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. The BOARD may allow full credit to the PARTICIPANT for the grant share of obligations properly incurred before the effective termination date and which cannot be canceled.
5. Termination either for cause or for convenience requires that the Project in question be brought to a state of public usefulness to the terms set forth by the BOARD; otherwise, all funds provided by the BOARD shall be returned to the BOARD.
 - The BOARD may require specific performance of the terms of this agreement or take legal steps necessary to recover the funds granted if the PARTICIPANT fails to comply with the terms of the grant or breaches any condition or special condition of the Participant Agreement.
6. The remedies expressed in this Agreement are not intended to limit the rights of the BOARD. This Agreement shall not in any way abridge, defer, or limit the BOARD'S right to any right or remedy under law or equity that might otherwise be available to the BOARD.

I. CULTURAL RESOURCES

The PARTICIPANT agrees to meet the requirements of the State Historic Preservation Act (ARS §41-861 to 41-864) before project initiation.

J. COMPLIANCE WITH FEDERAL IMMIGRATION LAWS AND REGULATIONS RELATING TO THE HIRING OF UNAUTHORIZED WORKERS.

The PARTICIPANT agrees to meet the compliance requirements for A.R.S. § 41-4401 , Government Procurement: E-Verify Requirement.

1. The contractor warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with Section A.R.S. § 23-214, Subsection A. (That subsection reads: "After December 31,2007, every employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-Verify program.)
2. A breach of a warranty regarding compliance with immigration laws and regulations shall be deemed a material breach of the contract and the contractor may be subject to penalties up to and including termination of the contract.
3. Failure to comply with a State audit process to randomly verify the employment records of contractors and subcontractors shall be deemed a material breach of the contract and the contractor may be subject to penalties up to and including termination of the contract.
4. The State Agency retains the legal right to inspect the papers of any employee who works on the contract to ensure that the contractor or subcontractor is complying with the warranty under paragraph 1.

Acceptance of all terms and conditions of this agreement and its attachments is acknowledged by the PARTICIPANT'S signature on the cover sheet of this agreement.

10/06/2008

SAMPLE MEMORANDUM OF UNDERSTANDING

Memorandum of Understanding Between (Grant Participant) and (Third Party) for (Construction and Maintenance of Trails Facilities and Related Improvements)

THIS AGREEMENT, made and entered into this _____ day of _____, 20____, between _____, (hereafter referred to as "the Participant"), acting through its administrative agency, (hereafter referred to as "the _____"), pursuant to A.R.S. § _____, and the [Third Party], hereafter referred to as ["the _____"] acting pursuant to [the Act of _____, (____ U.S.C.____)], is for the purpose of [providing public off-highway vehicle access and facilities] on land administered by the Third Party.

WITNESSETH:

WHEREAS, the Legislature under A.R.S. §41-503 has authorized the establishment of the Trails Heritage Fund program, providing funds to the State of Arizona, its political subdivisions and Indian Tribes for acquiring lands and developing non-motorized trails and facilities; and

WHEREAS, the Participant and the [Third Party] desire off-highway vehicle (OHV) recreation facilities and related improvements to be constructed and maintained at various locations where OHV use is permitted in Arizona, administered by the [Third Party], _____.

NOW, THEREFORE, the parties hereto agree as follows:

A. THE PARTICIPANT SHALL:

1. Either develop facilities, upon application and award of a special use authorization, or provide funds for the [Third Party] to develop OHV use and related improvement projects by taking all necessary steps to make applications, prepare justification statements, and provide any other information or data required to perfect grant application to the Arizona State Parks Board (ASPB) for motorized trail facilities and related improvements at locations administered by the [Third Party].
2. Upon request by the [Third Party], transfer RTP grant funds to the [Third Party] for deposit in the [_____ Fund] for the subject facilities. Such grant funds to be expended by the [Third Party] shall pay the cost of _____ including direct overhead expenses approved for motorized trails and related improvement development. Each project approved for funding shall be identified by an individual [Collection Agreement] [account].
3. Provide for operation and maintenance of the facilities pursuant to guidelines established in the Grant Participant Agreement for Project No. _____ (the Grant Agreement), in the event that the [Third Party] is unable to continue to perform such services.

B. THE [THIRD PARTY] SHALL:

1. Provide [Third Party] land, at _____, on which to construct the motorized trails and related improvements.
2. Expend funds deposited for the purposes shown in site specific projects which are derived from the Grant Agreement entered into between the Participant, and the State of Arizona through the ASPB.
3. Provide the Participant with quarterly construction progress reports and statements of expenses incurred under this agreement; and on completion of the project, refund any unexpended balance of funds to the Participant.

4. Make available to the Participant for purposes of periodic and final audit or review those records pertaining to approved projects which are required by A.R.S. § 35-214 or other law for audit.
5. Obtain or provide all clearances and permits needed.
6. If funds approved for development by the [Third Party] of facilities described in the Grant Agreement are not sufficient, the [Third Party] shall submit requests to the Participant for modifications to the project to bring the scope of the projects in line with available funds or provide from [Third Party] sources funding for costs in excess of those approved under the projects.
7. Operate and maintain the facilities as public OHV use facilities or related improvements, except as may be directed otherwise by future action of the Congress.
8. Upon the availability of appropriated funds, operate and maintain the facilities for minimum term of _____ years. If no longer able to operate and maintain the facilities under any circumstances, notify the Participant as to these circumstances, and offer a special use authorization that will provide the Participant with the opportunity to assume operational and maintenance responsibilities for the remainder of the Term of Use AS SET OUT IN THE GRANT AGREEMENT.
9. Have the prerogative at some further date to add to or modify these facilities as may be needed to meet current laws, regulations, or public need. Such changes [may not] be made without Participant participation and shall not be inconsistent with this agreement.
10. Not convert the facilities to other than public recreational OHV use during the term specified in section B.8 (above) without the prior approval of the ASPB. The ASPB shall approve such conversion only if it finds it to be in accord with the most recent federal statute. Conversions shall require the substitution of other recreation properties of at least equal fair market value and of reasonably equivalent usefulness and location.
11. The [THIRD PARTY] shall submit A CERTIFIED inspection report every five years to the PARTICIPANT that all terms of this agreement are being performed.

C. IT IS MUTUALLY AGREED AND UNDERSTOOD BY THE SAID PARTIES THAT:

1. This agreement is subject to the state and federal statutes and the Grant Participant Agreement which is incorporated by reference in this agreement.
2. Joint meetings shall be held at least annually and more often when necessary, for discussion of matters relating to recommendations for development, administration, and funding needs of boating access facilities. Such meetings will be held at the _____ and staff levels.
3. The [_____] SHALL BE RESPONSIBLE FOR THE APPROVAL AND PREPARATION OF THE PLANS AND [_____] SHALL BE RESPONSIBLE FOR THE execution of plans necessary to carry out this agreement. All construction will be carried out to general [Third Party] standards and specifications and applicable provisions of Arizona laws after the Participant, [Third Party,] and the ASPB have reviewed and approved the plans.
4. Subject to all other provisions of this agreement, a) no contribution to the [cooperative] fund herein provided for shall entitle the Participant to any share or interest in the facilities and improvements constructed under this agreement, other than the right to use the same under regulations of the [Third Party]; and b) all improvements shall be the property of the [Third Party].
5. Nothing in this agreement shall be construed as obligating the [Third Party] or the Participant to expend, or as involving the Participant, [Third Party] or the State of Arizona in any contract or other obligation for the future payment of, money in excess of appropriation authorized by law.
6. This agreement may be supplemented or amended IN WRITING at any time by mutual agreement, provided such supplements and amendments have been reviewed and approved by the [Third Party], the Participant, and the ASPB.

7. No member of or delegate to Congress shall be admitted to any share or part of this agreement or to any benefit that may arise therefrom unless it is made with a corporation for its general benefit.

8. All parties are put on notice that this agreement is subject to cancellation pursuant to A.R.S. § 38-511. [Provided, that any funds on deposit will be available for expenses incident to closing out the work beyond the period of written notice.]

9. The extension of benefits under the provisions of this agreement shall be without discrimination as to race, color, creed, sex, national origin or disability as defined by applicable state and federal law.

10. Pursuant to A.R.S. §§ 35-214 and 35-215, and Section 41-1279.04, as amended, all books, accounts, reports, files and other records relating to the Agreement shall be subject at all reasonable times to inspection and audit by the State for five years after completion of any project. Such records shall be reproduced as designated by the State of Arizona.

11. Each party, its contractors, or lessees shall be responsible for the protection from damage of all identified cultural resources within the area, which may be affected by its actions, and shall be liable for all damage or injury to the identified cultural resources caused by his actions. Each shall immediately notify the agency project administrator if any damage occurs to any cultural resource and immediately halt work in the area in which damage has occurred, until it has been authorized by the project administrator, after consultation with the [Third Party] archaeologist, to proceed.

12. This agreement shall become effective WHEN SIGNED BY BOTH PARTIES.

IN WITNESS WHEREOF, the parties have executed this agreement on the dates shown below:

[PARTICIPANT]

[THIRD PARTY]

By: _____ By: _____

Date: _____ Date: _____